



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO.TISS/OCT/2018

**TISS Invites applications for various positions for State Project Directorate,
Rashtriya Uchchatar Shiksha Abhiyan, Maharashtra.**

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is to be created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

TISS is seeking dedicated, hardworking and bright people to work with SPD, RUSA Maharashtra.

Type of Contract

The successful candidates will be awarded a fixed-term one year contract which will include a 6-month probation period. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

1) Position:Administrative Manager

No. Of Positions: One

Skills:

- Excellent written and oral communication in English and Marathi
- Good interpersonal skills and leadership abilities
- Ability to build and supervise teams
- Knowledge of Report writing, record management, inventory Management
- Experience with MS office including word excel and power point
- Understanding of budget preparation and management

Job Description:

To be involved in implementation of RUSA along with other team members. The main responsibilities will include:

1. To coordinate and manage logistics, program scheduling and all office support activity including organizing meetings, filing system etc.
2. Manage establishment of RUSA directorate staff including leave, pay, service conditions.
3. Manage office equipment, purchase, Annual maintenance contracts, office utilities.
4. Any other task as assigned from time to time.

Essential Qualifications:

- Graduation in any discipline with minimum 3 to 5 years of administrative experience in an educational set-up.

Compensation (Consolidated): Rs. 30,000 to Rs 40,000/- depending on the merit of the candidate as decided by the Selection Committee.

Age limit : 30– 35 years

2) Position: Information and Communication Technology Consultant (Junior).

No. of Positions: One

Skills:

- **Understanding of latest trends in website designing and social media platform**
- **Understanding of software development stages coding testing and validation**
- **Knowledge of prevailing cyber security guideline**
- **Excellent administrative skills**
- **Knowledge of data analytics tools of usage, traffic of website and social media**

Job Description:

1. To supervise the execution of the software applications through agencies appointed by RUSA Project Directorate with a view to support higher education institutions in state with NAAC accreditation.
 - 1.1. Such supervision would include collection of information about business processes followed in higher education institutions and communicating the same to the agency.
 - 1.2. It would include validation of software requirement specifications prepared.
 - 1.3. It would include testing, release of beta and final versions.
2. To maintain the RUSA website and update content from time to time.
3. To supervise the presence of RUSA on social media independently and through the agency appointed in this regard by Project Directorate with a view to expand and improve RUSA footprint and outreach in teaching community and in student community.
4. Any other task as assigned from time to time

Essential Qualifications:

- Any B.E (Information Technology), M.E (Information Technology) and M.Tech.
- Hard core Programming of JAVA, SQL , PHP, HTML, C+, C++,Python and any other languages to be known.
- 2 to 5 years' experience in website developing and software developing.

Compensation (Consolidated): Rs. 25,000 to Rs 40,000/- depending on the merit of the candidate as decided by the Selection Committee.

Age limit : 28– 35 years

3) Position: Consultant.

No. Of Positions: One

Skills:

- Strong understanding of the higher education sector.
- In-depth knowledge of trends in accreditation of higher education
- Prior experience of designing executing capacity building programs
- Ability to grasp concepts and situations. adaptability to deal with changing environment,
- Ease in dealing with multiple stakeholders, building consensus and dealing with various government agencies.
- Good communication skills (oral and written).
- Strong qualitative and quantitative analytical skills.
- Ability in ICT usage.

Job Description:

1. To supervise activities relating to capacity building of faculty in the state including induction programs, specialized training, skill building.
2. To support the work of the Maharashtra State Accreditation Assessment Assistance Cell especially in outreach activities and in mentoring colleges.
3. To help in development of training content including training manuals.
4. Any other task as assigned from time to time

Essential Qualification:

Postgraduate or Ph.D.

Fifteen years experience in higher education administration

Compensation (Consolidated): Approx. emoluments Rs 40,000-60,000

Age limit : not more than 65 years

(For retired persons, Last pay minus pension would be applicable.)

4) Position: Research Assistant

No. of Positions: Three

Skills:

- **Ability to develop data collection questionnaire**
- Well versed with MS office with data analysis and interpretation skills.
- Effective interviewing skills
- Good organizational and planning skills

- **Effective efficient communication skills in English and Marathi**
- **Knowledge of Google sheets**

Job Description:

1. To collect and collate baseline data for campus placement at college and university level.
2. To help in implementation of geotagging software application including data input at level of colleges and universities
3. To activate the campus placement cell in higher education institutions in the state.
4. Any other task as assigned from time to time.

Essential Qualification:

Graduate or postgraduate in any subject

Management graduate preferred

Experience in data collection and analysis is desirable

Compensation (Consolidated): Approx. emoluments Rs 20,000 and travels as per actuals.

Age limit : 25 – 30 years

Note :

- The State Project Directorate is located at Mumbai, Maharashtra.
- Candidates should submit a covering letter mentioning the name of the post applied for and how the candidates are best suited for the job along with detailed CV.
- Candidates should provide two references with their contact details.

Interested candidates are invited to mail expression of interest with CV to applytorusa@gmail.com

Last date for submission of expression of interest with CV: 20th **Oct. 2018.**

Shortlisted candidates shall be contacted for interview.

No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.

Project Leader
