



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/ TISS/ADMN/CETE/October/2023

19th October 2023

The **Tata Institute of Social Sciences** (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Undergraduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The **Centre of Excellence in Teacher Education (CETE)** (formerly Centre of Education, Innovation and Action Research) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in the school curriculum, teacher education, and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards relevant to the developing world and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre is actively engaged in research, development, teaching, field action/action research, and advocacy and offers opportunities for national and international collaboration, innovation, and excellence in teaching and research. The Centre offers MA Education, BEd MEd (Integrated, NCTE recognised) and Ph.D. in Education. It offers short-term, blended and online courses and programmes for teachers and teacher educators, and education administrators (www.tissx.edu). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is the recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives.

CETE invites applications for non-Teaching positions to be filled on a contract basis (Candidates may apply for multiple positions as per qualifications, experience and Interest):

Summary of the Positions:

Non-Teaching			
S. No.	Position	No. of Position	Location
Field & Research			
1.	Field Investigator	33	Uttar Pradesh
2.	Senior Research Associate	01	Mumbai
3.	Research Associate	01	Mumbai

Details of positions are provided separately below.

How to apply:

Application process and interview

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-Application-NTS-Research-OCT2023> and after submitting the form to take a screenshot and send the same to cete.recruitment@tiss.edu If you have any questions regarding the positions, please email vijay.jathore@tiss.edu and maresh.ghule@tiss.edu
- (b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai

Other conditions

- The Institute reserves the right to relax the qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute
- The Institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy advertised
- Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post
- The candidate under employment must bring a 'No Objection Certificate' from their employer to appear for a presentation/interview
- No TA/DA is payable for appearing for the interview
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)
- Staff with salaries more than 60 thousand per month, very short-term contracts and interns are expected to bring their own computing device to work. Specialised equipment and/or computing devices will be issued based on project needs and on a case by case basis only
- The job title and the numbers of positions might be changed and increased as per the requirement of the centre's projects at the time of the recruitment process.

Last date to receive applications: 28th October 2023

Tentative dates for interview: 30th Oct – 5th November 2023

s/d- Project Leader

Detailed description of the positions

Field and Research

1. Field Investigator – 33 Positions

The role will work on the impact study of Direct Benefit Transfer Scheme in Primary and Upper Primary Schools. The role involves data collection from different stakeholders (parents, teachers, headmasters, SMC members) and classroom observations at the site of schools in different districts of Uttar Pradesh.

Key Responsibilities

- To attend 2 days induction either in Mumbai or Uttar Pradesh as the case may be
- Requires planning and travelling across Uttar Pradesh
- Interact with different stakeholders and collect data at the school site
- Digitize the data on a daily basis
- Safely hand over the hard copies of data to the PI/Co-PIs
- Write reflective notes on the research process.

Desired Profile/Skills

- Robust understanding of the functioning of and challenges in public school education sector
- Knowledge of Microsoft Excel and word
- Good levels of spoken Hindi and English
- Ability to work in a fast-paced and highly demanding environment
- Ability to work in teams

Qualifications and Experience

- Bachelor's degree (Pursuing or Completed) in Education/ Humanities (Education as a subject will be an advantage).
- Candidates having work experience in the field of education/development sector will be preferred

Remuneration: @ Rs 1000/- per day

Duration of Engagement: 18 working days between month of November and December 2023

Location: Uttar Pradesh

Process of Walk In -Interview: The shortlisted candidates will be invited for online/In-person interview scheduled on 31st Oct 2023. The selected candidates are required to join the post on or before 6th November 2023

2. Senior Research Associate – One Position

The role will work on the impact study of Direct Benefit Transfer Scheme in Primary and Upper Primary Schools. The role involves working on quantitative and qualitative data sets and research report writing.

Key Responsibilities

- Participate in all stages of the research process, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Participate in regular meetings with PI/Co-PIs, and research partners
- Work on data using STATA/SPSS/Microsoft excel.
- Presented in tables/charts/graphs/pie charts and other descriptive and analytical visualizations.
- Use statistical methods to develop the correlation and regression analysis
- Preparing vignettes/small case studies from the quantitative data sets.
- May require working on secondary data sets/web pages

Desired Profile/Skills

- Have an in-depth understanding of the art of storytelling and various media used for the same
- Quantitative data analysis.
- Good knowledge of STATA/SPSS/Microsoft excel.
- Ability to work in a fast-paced and highly demanding environment
- Good writing skills
- Proven experience in writing research documents and reports

Qualifications and Experience

- Post-graduate or Doctorate in Education/Social Sciences or any other related discipline.
- Strong background in quantitative/qualitative/mixed methods research and in using software/tools for
- Experience in working on large-scale research data sets or evaluation studies is preferred

Duration of Engagement: 3 months

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 55,000/- to 60,000/-** (commensurate with qualification and experience).

Location: CETE, TISS, Mumbai with extensive travel to field (various Districts of Uttar Pradesh)

Suggested date of joining: **Selected Candidates are expected to join within 15 days of their selection**

3. Research Associate - One Position

The role will work on the impact study of Direct Benefit Transfer Scheme in Primary and Upper Primary Schools. The role involves supporting the PI/Co-PI in all stages of the research work.

Key Responsibilities

- Participate in and support all stages of the research process, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Participate in regular meetings with PI/Co-PIs,
- Support the PI/Co-PI in the administrative management of the project
- Work on literature review for report writing.
- Organize and store research data
- Coordinate the work of field investigators.

Desired Profile/Skills

- Ability to work in a fast-paced and highly demanding environment
- Ability to work in diverse teams, self-driven, attention to detail
- Ability to manage time, and openness to learning

Qualification & Experience

- Masters in Education/Social Sciences/M. Ed or equivalent field/discipline
- OR**
- Bachelors in Education/Social Sciences/B. Ed or equivalent field/discipline with minimum 1-year experience
 - Exposure to quantitative/qualitative/mixed methods research and in using software/tools for data analysis and data visualization
 - Experience in working on large-scale research projects or evaluation studies is preferred

Duration of Engagement: 3 months

Remuneration: Gross monthly remuneration in the range of **Rs. 40,000/- to 45,000/-** per month (Commensurate with qualification and experience).

Location: CETE, TISS, Mumbai with extensive travel to field (various Districts of Uttar Pradesh)

Suggested date of joining: **Selected Candidates are expected to join within 15 days of their selection**

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