



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/October/2019

October 11, 2019

TISS Invites candidates for Walk in interview for positions under Rashtriya Uchchatar Shiksha Abhiyan (RUSA), Project of MoHRD, New Delhi

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>

TISS is seeking dedicated, hardworking and bright people to work on contract basis for a minimum period of six month and extendable based on the requirement of the project. The positions are to be filled in through the process of Walk in interview and are to be posted at RUSA, Delhi Office.

I. Position : Chief Consultant (One)

Job Description:

- Liaisoning closely with the functionaries of the Centre as well as State Government.
- Liaisoning closely with the stakeholders in preparing the State Higher Education Plan.
- Working closely with the stakeholders in the implementation of RUSA project along with other team members,
- Monitoring & Evaluation of the implementation of existing and future projects undertaken by RUSA
- Evaluation of the Detailed Project Proposals received under RUSA
- Preparing reports, notes, documents, presentations etc.
- Dealing with multiple stakeholders, building consensus and dealing with various government agencies.
- Willingness to travel extensively to different states for coordination and monitoring.

Essential Qualifications:

- Masters' Degree with minimum 55 % marks and / or M.Phil. / Ph.D. in Social Sciences/ Sciences / Engineering/ Technology / Management / Law.

Experience:

- Minimum of 10 to 15 years of experience in Higher Education Sector / Policy Making / Governance / Administration in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution

Skills:

- Strong understanding of the higher education sector
- Ease in dealing with multiple stakeholders, building consensus and dealing with various government agencies
- Good communication skills (oral and written) in Hindi and English
- Excellent administrative skills
- Ability in ICT usage
- High level of integrity, commitment and sensitivity to social issues.

Age Limit:

- Preferably under age of 45 years

Compensation

- Rs. 1,00,000/- Consolidated (Negotiable)

II. Position : Office Manager (One)

Job Description:

- Handling overall aspects of HR , Accounts and Office Administration related to RUSA project.
- Liaisoning closely with the functionaries of the Government.
- Liaisoning closely with the stakeholders in preparing the State Higher Education Plan, if required.
- Working closely with the stakeholders for the implementation of RUSA project along with other team members,
- Preparing reports, notes, documents, presentations related to administration etc.

Essential Qualifications:

- Bachelor's Degree with minimum 55 % marks /Masters Degree in any discipline.

Experience:

- Minimum of 10 years of administrative experience in a Government Office / PSU / Autonomous Body / Statutory Body or in any recognized institution.

Skills:

- Strong understanding of the higher education sector
- Good communication skills (oral and written) in Hindi and English
- Excellent administrative skills
- Ability in ICT usage
- High level of integrity, commitment and sensitivity to office administration.

Age Limit:

- 50 years (65 years in case of retired Government Servant).

Compensation:

- Rs. 80,000/- Consolidated (Negotiable)

Date of Interview: Eligible candidate may register between 10.00 am and 11.00 am at the "RUSA Resource Centre, 3rd Floor, Sri Ram Centre for Art and Culture, 4 Sardar Hashmi Marg, Noor Mandi House Metro Station, New Delhi 110001 (Ph. 011 49725600)". **The walk in interview will start at 11.00 am on October 23, 2019.** Only those candidates meeting the minimum required qualifications will be allowed to appear for the walk in interview.

How to apply: The eligible candidates are required to attend the walk in interview along with three sets of resume, **two** colour passport size photograph, **one** set of self-attested photocopies of relevant certificates in support of the essential qualification & experience and **original** certificates for verification.

Dr. Sunita Siwach
National Project Co-ordinator
RUSA Project