



Tata Institute of Social Sciences

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

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

Date: 19 July 2023

Part-time Vacancies for Teaching Assistants, Research Assistants and Field Practicum Mentors for TISS-ECI-IIIDEM Project

For a project entitled “**TISS-ECI-IIIDEM Master’s Program in International Electoral Management & Practices**” a collaborative capacity-building project for building a professionally committed cadre of globally competent electoral professionals, democracy specialists, and governance professionals to work in the area of electoral management.

The “**TISS-ECI-IIIDEM**” project at the **Centre for Electoral Management Studies, School of Development Studies** is currently looking for professionally qualified and talented candidates for providing general assistance for the Master’s program in International Electoral Management and Practices (MIEMP) students/participants.

The following posts are open for the project on part-time basis-

1. Teaching Assistant: Three posts

The **School of Development Studies** is currently looking for three (3) professionally qualified and talented candidates for providing general assistance as **Teaching Assistants** in the instruction of the Master’s program in International Electoral Management and Practices (MPIEMP), at the Centre for Electoral Management Studies.

Roles and Responsibilities as Teaching Assistant

- The primary work of the Teaching Assistant is to support the instructional mission of the institute and the objectives of the ECI-TISS MA Project. As a teaching assistant, the scholar will work under the discretion of a faculty who is the course instructor and the supervision of the team leader of the ECI-TISS project. Services provided by the teaching Assistant may include literature review, preparing/ collating reading resources/ compendium, taking attendance of the students/ classroom or laboratory teaching, moderating class, counseling students, proctoring examinations, grading papers, or providing other general assistance in the instruction process via online and offline. They will be responsible for tutorial assistance for the students and participants in the ECI- TISS MA program.
- The Teaching Assistant will be available for offline and online instruction & tutorial support.
- The Teaching Assistant will work under the supervision of the team leader/ Centre chairperson/ Individual faculty who is the course instructor or any instructor as assigned by the team leader or the centre chairperson/ ECI-TISS MA program coordinator.

- The Teaching Assistant will be assigned work by the team leader/ centre chairperson/ faculty of the centre or ECI-TISS MA program coordinator as per the requirements of the ECI-TISS MA program.
- Teaching Assistants must maintain due progress as per current guidelines instituted for each semester and academic year. The progress will be monitored by the guide and the DSO. In case of a lack of progress, the TAs of the doctoral scholar/ student will be discontinued.
- At the end of the TAs, the Team leader/ or Centre Chairperson/ or ECI-TISS MA program coordinator will send a note on the nature and scope of work completed by the TA to the DSO/ Deputy Director (Research), after which the payment will be processed by the Accounts section.

2. Research Assistant: Three posts

Three professionally qualified and talented candidates are required for providing general assistance in the instruction of the Master's program in International Electoral Management and Practices (MPIEMP) and the development of research papers/ policy briefs as the instruction material for the Centre for Electoral Management Studies sponsored by Election Commission of India & India International Institute of Democracy and Election Management (IIIDEM) Election Commission of India, Delhi.

Roles and Responsibilities as Research Assistant

- The primary work of the Research Assistant is to support the instructional mission of the ECI TISS MA project and facilitate the teaching program of the Centre of Electoral Studies at the School of Development Studies.
- The Research Assistant will help the team leader, faculty in charge, and research staff of the Centre of Electoral Management Studies @ School of Development Studies in the development of research papers/ policy briefs/ working papers for the ECI TISS MA program at the Centre for Electoral Management Studies.
- The Research Assistant will also be required to help in the research of the Centre Newsletter, collation of reading material, and classroom tutorial support, among others for the students and participants in the ECI TISS MA program.
- The Research Assistant will work under the supervision of team leader/ centre chairperson/ individual faculty who is the course instructor. Services provided by the Research Associate may include preparing reading resources/ compendium, classroom or laboratory teaching, moderating class, counseling students, proctoring examinations, grading papers, or providing other general assistance in the instruction process.
- The Research Assistant will also support field practicum modules for the Master's program in International Electoral Management and Practices (MPIEMP)
- The Research Assistant will be assigned work by the team leader/ centre chairperson/ faculty of the centre or ECI-TISS MA program coordinator. as per the requirements of the ECI-TISS MA program.
- The Research Assistant will be available for offline and online instruction & research support.

- The Research Assistant must maintain due progress as per current guidelines instituted for each semester and academic year. The progress will be monitored by the guide and the DSO. In case of a lack of progress, the RAship of the doctoral scholar/ student will be discontinued.
- At the end of the RAship, the Team leader/ or Centre Chairperson/ or ECI-TISS MA program coordinator will send a note on the nature and scope of work completed by the TA/ RA to the DSO/ Deputy Director (Research), after which the payment will be processed by the Accounts section.

3. Field Practicum Mentors: Two posts

Centre for Electoral Management Studies, School of Development Studies is currently looking for **two** professionally qualified and talented candidates for providing general assistance as **Field Practicum Mentors**. The Field Practicum (FP) mentors will recruited under the program of Masters in International Electoral Management and Practice. The mentors will assist the Field Practicum Coordinator, and supervisors, external and internal faculty involved in the teaching of the MIEMP.

- The Field Practicum Mentors are expected to support the instructional mission of the institute and the objectives of the ECI-TISS MA Project.
- They will be responsible for mentoring day-to-day field practicum of MIEMP students/participants
- They will assist students/participants on a one to one as well as in groups for writing fortnightly reports, semester reflective-note reports, and seminar paper writeup and presentations
- They will assist the Field Practicum Coordinator with the preparation of relevant teaching and field work material
- They will assist the field-work coordinator and supervisors to organize the FP presentations
- Assisting students with the tutorial work. library work, helping them access the literature for the seminar and other required literature as per the suggestions of the field-work coordinator and the faculty involved in the teaching of MIEMP.
- If required they will make field visits to assist/mentor the students/participants
- They will be responsible for any other work assigned by the MIEMP project team.
- The Field Practicum Mentors will be responsible for any other work MIEMP Team as per the requirements of the ECI TISS MA program.

Eligibility:

Ph.D. Scholars in Indian Universities are eligible to apply. Those PhD scholars availing of any scholarship/fellowship are **not** eligible for this position.

Preferences will be given to candidates having educational and research experiences/ background in the relevant areas of the ECI TISS MA program.

Remuneration:

Rs. 15000/- Per Month (For TAs/RAs/Field Practicum Mentors)

Duration:

Five Months (Tentatively from August 2023)

Other Conditions:

- 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 the interview.
- No TA / DA is payable for appearing for the interview.
- The post is unreserved, but candidates belonging to the reserved category are strongly encouraged to apply.
- No queries or correspondence regarding the issue of a 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.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

To Apply for the positions of Teaching Assistants and Research Assistants please fill the form below.

https://docs.google.com/forms/d/e/1FAIpQLScE7rOKsdLxvQtiGBCGXB1WaFjdPV6nT8bmlbWLRJK4_Gl3gA/viewform?usp=sf_link

To Apply for the positions of Field Practicum Mentors please fill the form below.

https://docs.google.com/forms/d/e/1FAIpQLSfCbbvYa5Rqj9zdPg9EFaQ-Y0Y_i38JvZjO0VRTd5eKYVBoxg/viewform?usp=sf_link

- **Deadline for Applying: 28th July, 2023**

Project Leader