



TATA INSTITUTE OF SOCIAL SCIENCES

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

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

TISS/ADVT/CEI&AR /MAY 2018

May 17, 2018

Non-faculty positions at the Centre for Education Innovation and Action Research (CEI&AR)

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 46 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to practitioners committed to creating a just society through education, generation of knowledge and field action and invites interested persons located within and outside India to apply for the following positions at the Centre for Education Innovation and Action Research (CEIAR).

The **Centre for Education Innovation and Action Research (CEIAR)** is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Connected Learning Initiative (CLIX), which the flagship programme of the Centre was awarded the UNESCO-King Hamad Prize for the Use of ICTs in Education (2017 edition).

The center has entered into a partnership with the Department of State Educational Research and Training, and Tech Mahindra Foundation to provide academic support to “DIET Strengthening in Karnataka under Shikshantaar program”. The program would provide support to DIETs to emerge as vibrant educational resource centers, and effectively implement the DIET's own programmes. This project will enable setting up of teacher learning centres (TLCs) in four DIETs and also offer certificate courses for faculty development.

Applications to Non-faculty positions are invited for the Strengthening of DIET's in Karnataka.

TISS is looking for the following positions to support the project:

Non-Faculty Positions

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Project Assistant	Two	Bangalore	Until 31 st March 2019 (conditionally extendable for two more year)	See below	Download
2.	Field Support Persons (FSPs)	Four	DIET in Karnataka	Until 31 st March 2019 (conditionally extendable for two more year)	See below	Download

Last date of Receipt of Application: 27th May 2018 (online application only, see below).

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Bangalore in **the week of 4th June 2018.**

Application fee: The application fee of Rs. 500/- be paid on-line. For SC/ST/PWD candidates the fee is not applicable. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

- The Institute reserves the right to not fill up the vacancies 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 interview.
- No queries or correspondence regarding 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 institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA/ DA is payable for appearing for the interview.

The candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on the Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

**Administrative Officer (P&A)
TISS, Mumbai**

Job description

1. Project Assistants – Two positions

Project assistant will be expected to assist in the programme management. Knowledge of project management and ability to coordinate, manage timelines and resources would be required. Willingness to learn and be mentored in these areas is essential.

Key Responsibilities:

- Provide on-going academic support, develop required resources, document all aspects of project work and prepare quarterly reports.
- Basic research and documentation skills

Qualification: An undergraduate with the PG education degree (M.Ed/MA Education).

Experience: A minimum of 3 years in the education sector, preferably with experience of setting up/working in a resource center and/or conducting workshops.

Skills and competencies required

- Ability to meet deadlines
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in Kannada, English
- Fluency in Kannada is desirable.

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 30,000 - 40,000 per month. It will be commensurate with qualification and experience.

Location: Bangalore

Field Support person- 4 positions

The person will provide support to the project coordinator to enable implementation of the project in the respective districts.

Key Responsibilities:

- Data collection
- Coordination at various level
- Upkeep of resource center
- Organising Resource Center activities

Qualification: An undergraduate with the education degree (B.Ed/B.El.Ed).

Experience: Freshers can apply.

Skills and competencies required

- Ability to meet deadlines
- Ability to communicate fluently in Kannada

Remuneration:

Gross monthly remuneration for the position is 20,000 per month.

Location: At a District Institute of Education and Training(DIET) in Karnataka