



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/LMRF / February 2020

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University funded by the University Grant Commission (UGC), Government of India. The TISS offers 50 Master Degree Programmes in a range of socially relevant inter-disciplinary subjects such as Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development 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 scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (I) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 11 months initially and to be extended based on performance of the candidate and requirement of the institute.

POSITION : Research Officer (Part- time one post)

Key Roles and Responsibility:

The Research Officer (RO) at LMRF is responsible for effective management of all the activities anchored in multiple cities including the current centers at Mumbai by having overall view of vision of LMRF. S/He is also responsible for Planning, organizing, managing and ensuring the execution of the upcoming plans, projects and aspirations of LMRF ensuring that substantive work programmes and programmed activities which are carried out smoothly in a timely manner:

- The RO will assist in the research projects and the programmes of the LMRF
- The RO will also involve in developing study materials for the programmes and administration related activities
- The RO will Co-ordinate with the technical support team for resolving any programme related issues
- The key responsibilities includes assisting the faculty and coordinator to run the Executive Postgraduate Diploma in Analytics programme of LMRF at Mumbai. This requires Coordination with coordinators at Mumbai and other locations

S/He is expected to be present during the sessions happening during the weekends for the executive programme and to ensure the smooth functioning of the classes. Along with this the position also entails crucial administrative responsibilities that form the core of the activities on which the initiatives of the LMRF is heavily dependent for success.

Monthly remuneration: Rs. 28,000 (consolidated)

Essential Qualification – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Masters in Social Sciences / Management (or equivalent). Preference will be given to candidates having minimum 3 years of work experience in (i) Analytics field and education industry (ii) Experience in organizing and conducting Management Development Programmes.

Desired Qualification:

- M Phil in Management /Social Sciences
- Knowledge about learning technologies like R software, Python, Hadoop, Map reduce, Spark, Cloud, Relational Databases, SPSS, STATA, SAS, and GIS.
- Experience in partnering with industry and other professional bodies for research funding and grants.

General Conditions:

1. The Institute reserves the rights to not fill up any of the vacancies advertised;
2. 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 test and interview;
3. 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 for the post;
4. No TA/DA is payable for appearing in the interview.
5. 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 appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).
6. To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied at **lmrf@tiss.edu** latest by 28th February, 2020 , 5.00 PM (IST).
7. **Interview:** Only the short listed candidates will be communicated by an e-mail or mobile phone to appear for the interview to be conducted at TISS, Mumbai.
8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test or before joining the post, if selected
9. The candidate is expected to join the position immediately.

Deputy Registrar (P&A)