



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 /August 2017

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 54 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 (CEI&AR).

The **Centre for Education Innovation and Action Research (CEI&AR)** is a new Centre at TISS Mumbai which is being established 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. Towards this the Centre collaborates and engages with research, development, teaching and field action.

Applications to Non-faculty positions are invited for the Connected Learning Initiative (CLIX) project of CEI&AR.

The **Connected Learning Initiative (CLIX)** is an innovative field action programme being launched by the CEI&AR, to improve the professional and academic prospects of high school's students from underserved communities in India. CLIX incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale in the areas of Mathematics, English and Science along with the development of Values. Teacher education is an integral part of the initiative. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students in 4 states, as well as conduct professional development for approximately 4500 teachers. CLIX involves partnerships and collaborations with research and development institutions, and state governments. For more information, please visit <https://clix.tiss.edu/>

S.No	Positions	No. of positions	Location	Period	Job Description
1.	Research Assistant (Field Implementation)	One	Dhamtari (Chhattisgarh)	Until 31 st March 2018 (extendable for an additional year)	See below
2.	Documentation Assistant	One	Bengaluru	Until 31 st March 2018 (extendable for an additional year)	See below
3.	Senior Field Action Research Fellow	One	Telangana	Until 31 st March 2018 (extendable for an additional year)	See below

Last date of Receipt of Application: 10th September 2017 (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 Mumbai in third week of September 2017.

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

Research Assistant (1 position)

CLIX involves field action research including summative and formative, impact evaluation and thematic research. RA will be expected to assist all aspects of research.

Key Responsibilities:

1. Literature review, preparing bibliographies, preparing data collection tools, sampling, data analysis, and report writing.
2. Monitoring involving the use of digital tools and online technology platforms.
3. Working closely with the field teams on implementation research and documentation.
4. preparation of the research tools, piloting and conducting research at field sites
5. Working with and supporting the field research teams with research studies
6. Reporting and communication
7. Work closely with documentation and research team

Qualifications: Post-graduate in Social Sciences/ Development Studies or equivalent from recognized institutions.

Experience: Five years of relevant experience of having worked on research projects,

Skills & Competencies:

1. Ability to meet deadlines and work on a range of research tasks
2. Prepare drafts of research tools
3. Prepare drafts of reports
4. Use of research software's
5. Good writing skills
6. Ability to work in teams
7. Design and conduct training on research
8. travel to field locations as and when required

Remuneration: The gross annual remuneration for the position will be Rs.4 to 6 lakhs (starting about 30,000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location: Dhamtari (Chhattisgarh)

Documentation Assistant (1 position)

The Documentation assistant will be expected to play a key role in maintaining, organising and sourcing resources and database, collating, documenting and organising different kinds of material (textual, multimedia and e resources) that would be useful for the education, curriculum, Teacher Professional Development and Research

Key Job Responsibilities:

- Organising and managing the documentation unit of the CEIAR
- Acquiring/Sourcing/searching of documents, annotating, filing and disseminating the documents
- Building data bases of resources
- Presenting/sharing the acquisitions of new documents on a regular basis
- Assisting the CEIAR team with regards to their documentation needs

Educational Qualification:

Graduate or Post graduate in Library Sciences.

Experience:

At least two years of work experience in documentation with a University/Research/Documentation/Resource Centre.

Skills & Competencies:

1. Technical skills of coding, filing, organising different kinds of material in a systematic and accessible form
2. Skills of searching, acquiring, sourcing documents and e resources
3. Library research skills
4. Knowledge of library information Management Software's

Remuneration: The gross annual remuneration for the position will be Rs. 15,000 to 25,000 (Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate)

Location: Bengaluru

Senior Field Action Research Fellow (1 position)

The fellow will support the process of field action and work closely with implementation team and would ensure state level interventions are running smoothly and developments at the field level are fed back into the programme. He or she may be in charge of an implementation state or work between two sites.

Key Job Responsibilities:

- He or she will work closely with the implementation lead to support the process of field implementation
- He or she will manage the daily programme activities at the state level. This will include field testing and implementation of curricular offerings in an ongoing manner
- He or she will be responsible for hand-holding the state level implementation agencies, trouble shoot etc
- He or she will work closely with the local ecosystem (educational institutes, volunteers, resource groups) and facilitate their involvement in the programme.
- He or she will be responsible for documenting field interventions and internal communications
- He or she will summarize and update the progress of implementation to the core team.
- He or she will co-ordinate/ organizing orientation/programs, as necessary
- He or she will perform any other task assigned by the core CLIX team

Qualifications:

Applicants must be post-graduates in Education/ Development Studies/ Social Work or equivalent from recognized institutions.

Experience:

- At least 2 years and above of field experience- working with schools and teachers.
- Experience in working with field teams will be an advantage.

Skills & Competencies:

- Knowledge of field issues in education and familiarity with technology use in education
- Excellent written and verbal skills in English. Fluency in Telegu would be an added advantage
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to undertake extensive travel and for extended periods of time
- Ability to support field teams and partners

Remuneration:

The gross annual remuneration for the position will be Rs.4 to 7 lakhs (starting about 32,000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location:

Telangana with frequent travel to intervention districts, Mumbai.