



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 /April 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).

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 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/>

Non-Faculty Positions

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Software Developer – Front-end UI/UX	One	Mumbai	Until 31 st March 2019	See below	Download
2.	Software Developer – Back-end (Python)	One	Mumbai	Until 31 st March 2019	See below	Download
3.	Software Developer –	One	Mumbai	Until 31 st March	See below	Download

	Back end, Interactives			2019		
4.	Software Test Engineer	One	Mumbai	Until 31 st March 2019	See below	Download
5.	Systems Administrator – (Student Delivery Platform)	One	Mumbai	Until 31 st March 2019	See below	Download
6.	Systems Administrator – (Teacher Professional Development Platform)	One	Mumbai	Until 31 st March 2019	See below	Download
7.	Engineer - IT helpdesk	One	Mumbai	Until 31 st March 2019	See below	Download
8.	Project Manager (Production)	One	Mumbai	Until 31 st March 2019	See below	Download

Last date of Receipt of Application: 13th 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 Mumbai in **the week of 21st May 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. Software developer - Front-end, UI/UX – One Position

This person will work with the developer team, content teams and the implementation teams of CLIX – right from the requirements stage to rollout of the Frontends of the platform and tools, websites, CLIX learning modules.

Key Responsibilities:

- Life cycle aspects of UI/UX and interactives for the Student delivery platform, Teacher professional development platform, Website – including programming, testing and delivery
- Working with the Implementation teams Teacher Professional Development Program – taking feedback and folding it into the development
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies and the ability to work with new technologies
- Deep experience with HTML5, Javascript, UI/UX design – especially Responsive web design.
- Ability to understand the requirements and execute bite-sized Interactives
- Proven ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to design and develop mobile / Android apps.
- Comfort with Python
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 3-4 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 40000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

2. Software Developer – Back-end (Python) – One Position

Key Responsibilities:

- Life cycle aspects of one or more of the following: Backend development of python-django stack, data integrity, data import-export, data dashboards, analysis of research data etc for the Student delivery platform, Teacher professional development platform, Website – including programming, testing and delivery
- Working with various subject domain teams for the development and enhancement of student delivery platform.
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, in depth knowledge of backend technologies and the ability to work with new technologies.
- Deep experience with one or more of the Languages (Python, PHP, Ruby) and Frameworks based on them (Django, Zend/Symfony/Yii, Rails/Sinatra).
- Designing and leveraging databases based on RDBMS such as MySQL; MongoDB
- Awareness of backend tools such as Paperclip, Refile, Carrierwave
- Good exposure to one or more of: HTML5, Javascript; ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Ability to understand the requirements and execute bite-sized Interactives
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Experience with Neo4j and Clojure will be a plus

Experience:

- 3-4 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 50000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

3. Software developer - Back-end, Interactives – One Position

This person will work with the developer team and the content teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX learning modules.

Key Responsibilities:

- Life cycle aspects of one or more of the following: Backend development, Interactives, dashboards, analysis of research data etc for the Student delivery platform, Teacher professional development platform, Website – including programming, testing and delivery
- Working with the Implementation teams Teacher Professional Development Program – taking feedback and folding it into the development
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, in depth knowledge of backend technologies and the ability to work with new technologies.
- Deep experience with one or more of the Languages (Python, PHP, Ruby) and Frameworks based on them (Django, Zend/Symfony/Yii, Rails/Sinatra).
- Designing and leveraging databases based on RDBMS such as MySQL; MongoDB
- Awareness of backend tools such as Paperclip, Rfile, Carrierwave
- Good exposure to one or more of: HTML5, Javascript; ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Ability to understand the requirements and execute bite-sized Interactives
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Experience with Neo4j and Clojure will be a plus

Experience:

- 2-3 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 50000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

4. Systems Administrator – (Student Delivery Platform) - One Position

This person will work with the developer and the field implementation teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX learning modules.

Key Responsibilities:

- Sys/network related overall tasks: Administration, provisioning, maintenance, operations & support, advisory
- Life cycle aspects of building, packaging, delivering the collection of data for onward analysis/research data for the Student delivery platform, Teacher professional development platform, Website – including scripting, testing and delivery
- Scripting of various tasks, making installers, doing field trials
- Installing, configuring and trouble shooting systems – both interanally and at the school labs
- Working closely and proactively with the tech team members, under the guidance of the Project Manager
- Credentials / userbase management
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Troubleshooting and handholding – for effective use of the software platforms, by the CLIX field teams and the end-users such as teachers and students
- Producing short tutorials – both video and textual on various aspects of trouble shooting / maintenance of the Platforms
- Being present in the relevant social media platforms for the field troubleshooting and coordination
- Working in harmony with the Datacenter of the host organization TISS
- Ability to independently used

Desired Profile/Skills:

- Reasonable exposure to DevOps and Full-stack development related parameters and issues
- Significant experience with networks, web hosting, troubleshooting and allied matters
- Deep experience with opensource based systems such as Linux, Systems administration, virtual servers & container / docker based systems – building and packaging installers and patches
- Solid experience in shell scripting
- Reasonable exposure to Python
- Process based approached towards maintaining digital assets – like backup regimens, fail-proofing, hardware health and capacity monitoring, traffic and usage analysis, software process monitoring
- Significant experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.

- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Systems Administration/System Engineer certification in Unix is preferable though not necessary

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 45000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (may involve traveling to the intervention states)

5. Systems Administrator – (Teacher Professional Development Platform) - One Position

This person will work with the developer, teacher professional development and the field implementation teams of CLIX – right from the requirements stage to rollout of the platform and tools, CLIX TPD modules.

Key Responsibilities:

- Sys/network related overall tasks: Administration, provisioning, maintenance, operations & support, advisory
- Life cycle aspects of building, packaging, delivering the collection of data for onward analysis/research data for the Teacher professional development platform
- Monitoring and upgrading, migrating and backing-up data – in the context of the continuous development of OpenedX
- Credentials / userbase management
- Working closely and proactively with the tech team members, under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation
- Troubleshooting and handholding – for effective use of the software platforms, by the CLIX field teams and the end-users such as teachers and students
- Producing short tutorials – both video and textual on various aspects of trouble shooting / maintenance of the Platforms
- Being present in the relevant social media platforms for the field troubleshooting and coordination
- Working in harmony with the Datacenter of the host organization TISS
- Ability to independently used

Desired Profile/Skills:

- Reasonable exposure to DevOps and Full-stack development related parameters and issues
- Understanding of the basic underpinnings of MOOCs
- Significant experience with OpenedX – installation, configuring, monitoring, upgrading and troubleshooting, user management, backup and recovery – along with the management of mobile applications that would access the server
- Keeping the knowledge current – with respect to OpenedX
- Significant experience with networks, web hosting, troubleshooting and allied matters
- Deep experience with opensource based systems such as Linux, Systems administration, virtual servers & container / docker based systems – building and packaging installers and patches
- Solid experience in shell scripting
- Process based approached towards maintaining digital assets – like backup regimens, fail-proofing, hardware health and capacity monitoring, traffic and usage analysis, software process monitoring
- Significant experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 60, 000 – Rs 75,000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (may involve traveling to the intervention states)

6. Software Test Engineer- One Position

The person will work with the developer, content and sysadmin teams at CLIX – right from functionality testing stage to rollout of the the platform and tools, integrated with CLIX learning modules.

Key Responsibilities:

- Ownership of the testing cycle aspects of student and teacher delivery platforms, mobile apps, content packaging, installer packaging – including scripting, analysis, testing and delivery
- Working with the content, developer, teacher professional development, sysadmins teams – taking feedback and folding it into the development teams and others for fixes
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation – including test reports
- Handholding and leading the Interns from time to time - who could be part of independent programmes

Desired Profile/Skills:

- Comfort with the general front-end technologies, UI/UX and a reasonable ability to work with new technologies.
- Ability to understand the functional requirements, translating them to test cases and keeping communication channels open both ways
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- **Should be** an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable **with change and complexity in dynamic environments**.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 4-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release will be a plus

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 35,000 - 40,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

7. Engineer - IT helpdesk- One Position

This person will work with the all the employees of the programme – including developer, content and sysadmin teams at CLIX – and will manage the basic technology infrastructure, office productivity applications, networks and systems.

Key Responsibilities:

- Ownership of all the in-house technology infrastructure, tracking and maintaining them
- Working with Implementation Technology Manager and the SysAdmins and participating in the tech tasks assigned by them
- Troubleshooting of network and systems issues that may happen from time to time – and providing a high quality of service
- Setting up and managing infrastructure during events organized by CEIAR
- Working closely and proactively under the guidance of the Implementation Tech Manager
- Participating in the conference calls & discussions with the other members of the tech team
- Participating in relevant social media for field support
- Management of vendors on a need-basis
- Creating and maintaining comprehensive documentation and trackers – including tech reports

Desired Profile/Skills:

- Comfort with the general software technologies, operating systems, networks – both wired and wireless, UI/UX and a reasonable ability to work with new technologies.
- Ability to understand the functional requirements from non-Technology focused colleagues, translating them to solutions, and keeping communication channels open both ways
- Experience with Opensource modes of development – on Linux variants.
- Ability to use tech platforms for updates, discussions and clear communication abilities
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- **Should be** an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.
- Should work well under pressure and be comfortable **with change and complexity in dynamic environments**.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 1-2 years of relevant experience in a software industry – in a IT helpdesk capacity

Remuneration:

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

Location: Mumbai (may involve traveling to the intervention states)

Project Manager (Production): One position

Project manager will be expected to assist in the CLIX Programme management and production team. 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:

- Facilitate the development of media, digital and print content.
- Manage development and production timelines, budget and resource allocation and work closely with the subject domain team and the executive producer in planning and completing these tasks and estimating effort required to complete tasks on time
- Assist in preparation of presentations and documents for internal as well as external communication
- Coordinating hiring of additional resources as required for meeting production timelines.
- Periodically checking work completed, identifying effort overruns and communicating it to the team lead/producer

Qualifications:

Applicants must be graduates/ post-graduates in any area including social sciences and education, sciences, languages, management studies, media studies, development studies.

Experience:

- Experience of independently handling the tasks with tight deadlines with attention to details.
- Desirable: Two to three years of working on media production or in education programmes.

Skills and competencies required

- Ability to meet deadlines and work on a range of production task
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in English, Hindi and any other local language.
- Should be excited about content creation.
- Ability to work in a diverse team and on the field from time to time.

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: Mumbai