



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University
under Section 3 of the UGC Act, 1956)
Hyderabad Off-Campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510

**Walk-in interviews for Project Positions at the TISS Hyderabad off-Campus
HYD/PROJECT-SRCW/March /2021**

Date of Interview: 05th March 2021

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well. TISS's off-campus at Hyderabad is the knowledge partner of the State Resource Cell for Women (SRCW) Project with the Department of Women and Child Development, Government of Telangana to provide integrated support and assistance to women.

A Project Management Unit (PMU) was set up for implementation of the SRCW, is located in the Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad. Applications are invited from highly committed and motivated individuals with experience of working on women's issues to manage the Project Management Unit (PMU). These positions are to be filled in initially for a period of **one year** and may be extended further based on the performance of the candidates and continued relevance of the position to the project.

The details of the positions, qualifications required and the job responsibilities are given below:

**1. Research Officer: Post (1) to be placed at PMU-SRCW, WCD TS
Hyderabad**

Eligibility Criteria:

Essential

- Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.
- Minimum experience of 2 years in Research field.
- Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.

Desirable

- Previous experience of working with the government.
- Can Speak English and Telugu fluently and possess good writing skills in English.

General Condition

- Involves extensive travel within the state.
- Age of candidate preferably between 30-45 years.

Remuneration: Consolidated payment of Rs. 26,250/- per month.

Roles and Responsibilities

- Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc., particularly with regard to women
- Undertake empirical as well as desk-based studies to review implementation of gender sensitive health policies and programmes.
- Assist specialist Gender to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission
- Undertake any other activity as may be required to further the aims and objectives of SRCW

2. Assistant (Training and Documentation): Post (1) to be placed at PMU-SRCW, WCD TS Hyderabad

Eligibility Criteria:

Essential

- Graduate in any discipline.
- Typing speed of 30 wpm is essential.
- Minimum work experience of 3 years.

Desirable

- Diploma in Computer applications.
- Managing computer systems and hardware.

General Condition

- Age of candidate preferably between 25- 40 years.

Remuneration: Consolidated payment of Rs. 15, 750/- per month.

Application: Interested candidates are requested to bring the following with them:

1. Detailed resume with passport size photo stating contact details, education, employment, skills and three references.
2. Original certificates for verification and copies to be submitted

Interview: Interested candidates may please report to Ms. Swetha Shenoy, Student Coordinator on **05th March 2021 by 09.30 am** at the following address:

**Tata Institute of Social Sciences, Hyderabad off-campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad
501510
Tel. 7995007701 and 7995007702.**

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already

- holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy 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.
 - The post is unreserved, but candidates belonging to SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
 - 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.
 - The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
 - No TA / DA is payable for appearing for the interview.
 - During Interview candidates have to follow the norms of Pandemics.

The selected candidates are expected to join within 15 days from the date of receiving the appointment letter.

Prof. Gyanmudra
Project Leader and Chairperson, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad off-campus
Hyderabad, Telangana
Tel. 7995007701 and 7995007702.

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February

2021

Project Leader