ADVT/ TISS/ADMN/CETE/July/2022   **29th July 2022**

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank-NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses. TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge, and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action, and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The **Centre of Excellence in Teacher Education (CETE)** (formerly Centre of Education, Innovation and Action Research) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in the school curriculum, teacher education, and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards relevant to the developing world and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre is actively engaged in research, development, teaching, field action/action research, and advocacy and offers opportunities for national and international collaboration, innovation, and excellence in teaching and research. The Centre offers MA Education, BEd MEd (Integrated, NCTE recognised) and Ph.D. in Education. It offers short-term, blended and online courses and programmes for teachers and teacher educators, and education administrators (www.tissx.edu). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is the recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives.

CETE invites applications for non-Teaching positions to be filled on a contract basis for the period of one year initially and extendable based on centre and institute need and performance.

Non-Teaching			
S. No.	**Position**	**No. of Position**	**Location**
1.	Systems Administrator	01	Mumbai
2.	Research Associate	02	Mumbai
3.	Senior Academic Manager	01	Mumbai
4.	Facility Assistant	01	Mumbai

(Details of positions are provided separately)

How to apply:

Application process and interview

(a) Candidates are requested to fill the application form https://bit.ly/CETE-TISS-Application-NTP and after submitting the form to take a screenshot and send the same to **cete.recruitment@tiss.edu** If you have any questions regarding the positions, please email vijay.jathore@tiss.edu and swati.kamble@tiss.edu

(b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents

(c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation

(d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai

Other conditions

- The Institute reserves the right to relax the 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 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 an interview

- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the 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 candidate under employment must bring a 'No Objection Certificate' from their employer to appear for a presentation/interview

- No TA/DA is payable for appearing for the interview

- 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 the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)

Last date to receive applications: **13th August 2022**
Tentative dates for interview: **22nd August to 26th August 2022**
Suggested date of joining: **Selected Candidates are expected to join within 15 days of their selection**

s/d- Project Leader

1. Systems Administrator (One Position)

You will work with the developer team, center faculty, and other teams such as content and project implementation teams at the center – right from the requirements stage to the release of the digital learning platforms and digital interactives, dashboards, and websites.

Key Responsibilities:

- Sys/network related overall tasks: Administration, hosting, provisioning, maintenance, operations & support
- Ownership of CETE data centre - both physical and cloud including security, credentials, user base management
- Life cycle aspects of building, packaging, delivering the software packages for the online and offline learning platforms, EdTech tools and websites
- Ensure 99.99% uptime for all the web services and device mechanisms for backups, fallback, health check, monitoring and analytics
- Work in harmony with the Datacentre of the host organization
- Support teams at the centre, on-campus and remote, for IT services and infrastructure maintenance, troubleshooting and liaising with service providers
- Participate in the conference calls & discussions with the other developers
- Participate in Scrum meeting, discussions, conference calls and work closely and proactively with team members under the guidance of seniors

Desired Profile/Skills:
- Demonstrable experience with networks, web hosting, troubleshooting and allied matters
- Excellent work experience with open source-based systems such as Linux, Systems administration, virtual servers, Git & container/docker based systems – building and packaging installers and patches, bash/shell scripting
- Working knowledge in automation tools such as Jenkins, Puppet, and DevOps tools are a plus.
- Should have knowledge of industry standards around monitoring, alerting, high availability, auto-scaling, etc
- Should have a Process-based approach towards maintaining digital assets – like backup regimens, fail-proofing, hardware health, and capacity monitoring, traffic and usage analysis, software process monitoring
- Know-how of computer hardware and software and debugging skills to troubleshoot common issues
- Good communication skills with diverse teams and ability to use tech platforms for updates, discussions
- 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 CETE technology efforts can be primed for success
- Exposure to at least one of the cloud platforms AWS/GCP/Azure is a plus

Qualifications:
- Applicant must be Engineering or Equivalent qualifications preferably with a 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:
- 2+ years of relevant experience in the software industry
- Experience in Docker, Jenkins, Kubernetes

Duration: One year (extendable based on project need and performance)
Remuneration: Gross monthly remuneration for the position is in the range of Rs. 35,000/- to 50,000/- per month, commensurate with qualification and experience.
Location: CETE, TISS, Mumbai

2. Research Associate (Two position)

The Research Associate will closely work with the Research team of MATPD project and other research projects to fulfill the research objectives of the project and produce relevant research outputs as per the work plan.

Key Responsibilities

- Participate in workshops on research design for research studies
- Contribute to Landscape Mapping Study through conducting secondary literature review, gathering relevant policy documents and managing interviews of KIIs
- Contribute to a Mixed methods Study for sections specific to Nepal
- Source and index research reports and publications
- Assist and contribute to data gathering, data management and analysis for the two studies
- Assist in implementation of research tools
- Provide contextual support for iterations in research design and tools
- Prepare the reports and literature reviews for sections specific to Nepal/Afghanistan/Maldives
- Manage all data and documents pertaining to the assigned section in both the studies
- Contribute to compiling the Compendium on Action research studies and Guidelines on Distance Teaching-Learning
- Participate in all meetings pertaining to research activities
- Collaboratively present insights/summaries of research outputs as and when required or at conferences /symposiums
- Liaise and coordinate with research team members at TISS
- Contribute to writing blogs/experiential accounts of research activities
- Assist in any additional research and writing assignments

Desired Profile/Skills:

- Experience of using research tools of quantitative and qualitative nature
- Ability to capture insights from learner data on LMS/CoP/observations of workshops
- Knowledge of research methodologies on curriculum and pedagogies for teacher education/TPD/Action research/ Tools and techniques for distance teaching and learning etc
- Ability to handle tasks independently and meet deadlines.
- Knowledge of data analysis, drafting research papers and reports and a range of production tasks.
- Excellent communication and writing /drafting skills
- Comfort with analysis softwares such as SPSS, MaxQDA, Atlas.ti, R for both Quantitative and Qualitative data
- Experience of independently handling tasks with tight deadlines and with attention to details.
- Experience in drafting research papers and reports.
- Experience in data analysis, writing literature review and reports.
- Experience of contributing to research on TPD, TE and Teachers in Nepal/South Asia
- Language: Excellent command of English Language and Proficiency

Qualifications and Experience:

- PhD (desirable) in Education and related field OR Masters (MA Education /M.Ed.) with 3-4 years of experience in conducting research on TPD/TE/ Teaching-Learning
- Familiarity with research on pedagogy and practices of Teacher professional Development in Nepal and South Asia

Duration: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 45,000/- to 55,000/- per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai

3. Senior Academic Manager (One position)

You will work with academic team, faculty and other team members at the centre to facilitate the long term, short term and online courses/programmes.

Key Responsibilities

- Responsible for administrative coordination of the long term, short term and online courses/ programmes
- Coordinate with course faculty for preparing the academic activities, results, testimonials etc
- Pursue a constructive interface with institute's academic administration for all matters pertaining to programmes, clearing payments of honoraria etc
- Facilitate the students for students' aid – academic and financial
- Analyse students' data using spreadsheets
- Responsible to correspond, take minutes of meetings and prepare reports
- Use social media platform proactively for updating required information on websites and other social media platforms
- Liaison with the regulatory authorities when required
- Design and maintain a system for maintaining all relevant documents related to LTP & STP (Long Term Programme and Short-Term Programme)

Desired Profile/Skills:

- Good written and verbal communication skills in English, Hindi & Marathi
- Impactful command on internal and external communication
- Command over computer skills and digital communication
- Capacity to work with students and faculties

Qualifications and Experience:

- The candidate should have a **Master's degree with minimum of 55% of aggregate marks** in Commerce, Education, Social sciences or in equivalent field/discipline plus minimum 10+ years of experience in a similar position

Duration: One year (extendable based on project need and performance)
Remuneration: Gross monthly remuneration for the position is in the range of Rs. 70,000/- to 75,000/- per month, commensurate with qualification and experience.
Location: CETE, TISS, Mumbai

4. Facility Assistant (One Position)

You will work with Tech team, PMU team, Centre faculty as well as other teams for supporting them in term of all kind of facilities.

Key Responsibilities

- Responsible to look after the all aspects of office facility management
- Coordinate with tech team and inventory management (hardware and software stock register)
- Support the faculty and staff at the centre for scheduling the conference call set ups
- Coordinate with the computer section, maintenance section and other departments at TISS for accessing their services

Desired Profile/Skills:

- Knowledge of basic computer skills
- Hands-on experience, ability to troubleshoot and resolve hardware and software issues
- Experience in setting up and handling conference call
- Experience of handling the camera and other electronic equipment
- Ability to handle tasks independently

Qualifications and Experience:

- 12th standard/Diploma in technical field with 5+ experience working in academic institutions/universities or equivalent

Duration: One year (extendable based on project need and performance)
Remuneration: Gross monthly remuneration for the position is in the range of Rs. 25,000/- 30,000/- per month, commensurate with qualification and experience.
Location: CETE, TISS, Mumbai

The end