ADVT/ TISS/ADMN/CETE/December/2022   **12th December 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.	Teaching Associate – English	01	Mumbai
2.	Teaching Associate – Science	01	Mumbai
3.	Teaching Associate - Mathematics	01	Mumbai
4.	Teaching Associate - Social Sciences	01	Mumbai
5.	Teaching Associate -Thematic Education Areas (Inclusive Education | Mentoring | EdTech)	03	Mumbai

(Details of positions are provided separately)

How to apply:

Application process and interview

(a) Candidates are requested to fill the application for https://bit.ly/CETE-TISS-Application-STP 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, swati.kamble@tiss.edu and **sudheer.reddy@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: **21ˢᵗ December 2022**
Tentative dates for interview: **26th to 30ᵗʰ December 2022**
Suggested date of joining: **Selected Candidates are expected to join within 15 days of their selection**

s/d- Project Leader

<div align="center">**Detailed description of the positions**</div>

1. Teaching Associate - English (One Position)

You will work with the Short-Term Programme (STP) team and the course lead at the centre.

Key Responsibilities:
- Anchoring the course (in English)
- Academic facilitation
- Managing Communities of Practice on TISSx and Telegram/WhatsApp
- Assess Learners

Desired Profile/Skills:
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.
- Knowledge of English and Hindi

Qualifications:
- Degree in English /Education as applicable with at least 3 years of teaching experience preferably having completed at least 1 MOOC.
  OR
- Postgraduate degree in English /Education and preferably having completed at least 1 MOOC.

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

Remuneration: Consolidated remuneration will be INR 30,000/- to 40,000/- for each course run (10-12 weeks at amounting to about 100 person hours or 12-15 days work across the course run) for upto 100 students. The amount shall be paid on completion of the course.

Note: If there are more than 100 students an additional teaching assistant will support the course run.
Location: Mumbai

2. Teaching Associate - Science (One Position)

You will work with the Short-Term Programme (STP) team and the course lead at the centre.

Key Responsibilities:

- Anchoring the course (in English / Hindi)
- Academic facilitation
- Managing Communities of Practice on TISSx and Telegram/WhatsApp
- Assess Learners
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.

Desired Profile/Skills:

- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.
- Knowledge of English and Hindi

Qualifications:

- Degree in Science /Education as applicable with at least 3 years of teaching experience preferably having completed at least 1 MOOC.
  OR
- Postgraduate degree in Science /Education and preferably having completed at least 1 MOOC.

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

Remuneration: Consolidated remuneration will be INR 30,000/- to 40,000/- for each course run (10-12 weeks at amounting to about 100 person hours or 12-15 days work across the course run) for upto 100 students. The amount shall be paid on completion of the course.

Note: If there are more than 100 students an additional teaching assistant will support the course run.

Location: Mumbai

3. **Teaching Associate - Mathematics (One Position)**

You will work with the Short-Term Programme (STP) team and the course lead at Centre.

Key Responsibilities:

- Anchoring the course (in English / Hindi)
- Academic facilitation
- Managing Communities of Practice on TISSx and Telegram/WhatsApp
- Assess Learners
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.

Desired Profile/Skills:
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.
- Knowledge of English and Hindi

Qualifications:
- Degree in Mathematics /Education as applicable with at least 3 years of teaching experience preferably having completed at least 1 MOOC.
  OR
- Postgraduate degree in Mathematics /Education and preferably having completed at least 1 MOOC.

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

Remuneration: Consolidated remuneration will be INR 30,000/- to 40,000/- for each course run (10-12 weeks at amounting to about 100 person hours or 12-15 days work across the course run) for upto 100 students. The amount shall be paid on completion of the course.

Note: If there are more than 100 students an additional teaching assistant will support the course run.

Location: Mumbai

4. Teaching Associate – Social Science (One Position)

You will work with the Short-Term Programme (STP) team and the course lead at the centre.

Key Responsibilities:

- Anchoring the course (in English / Hindi)
- Academic facilitation
- Managing Communities of Practice on TISSx and Telegram/WhatsApp
- Assess Learners
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.

Desired Profile/Skills:
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.
- Knowledge of English and Hindi

Qualifications:
- Degree in Social Sciences /Education as applicable with at least 3 years of teaching experience preferably having completed at least 1 MOOC.
  OR
- Postgraduate degree in Social Sciences /Education and preferably having completed at least 1 MOOC.

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

Remuneration Consolidated remuneration will be INR 30,000/- to 40,000/- for each course run (10-12 weeks at amounting to about 100 person hours or 12-15 days work across the course run) for upto 100 students. The amount shall be paid on completion of the course.

Note: If there are more than 100 students an additional teaching assistant will support the course run.

Location: Mumbai

5. **Teaching Associate - Thematic Education Areas (Three Position)**

You will work with the Short-Term Programme (STP) team and the course lead at the centre

Key Responsibilities:

- Anchoring the course (in English / Hindi)
- Academic facilitation
- Managing Communities of Practice on TISSx and Telegram/WhatsApp
- Assess Learners
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.

Desired Profile/Skills:
- Experience in developing or running or taking online courses and/or
- Prior experience of teacher training.
- Knowledge of English and Hindi

Qualifications:
- Degree in English /Mathematics/ Science / Social Science / Education as applicable with at least 3 years of teaching experience preferably having completed at least 1 MOOC.
  OR
- Postgraduate degree in English /Mathematics/ Science / Social Science / Education and preferably having completed at least 1 MOOC.

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

Remuneration: Consolidated remuneration will be INR 30,000/- to 40,000/- for each course run (10-12 weeks at amounting to about 100 person hours or 12-15 days work across the course run) for upto 100 students. The amount shall be paid on completion of the course.

Note: If there are more than 100 students an additional teaching assistant will support the course run.

Location: Mumbai

The End