



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/ADVT3/LMRF/Feb/2023

22 February 2023

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

[The Tata Institute of Social Sciences \(www.tiss.edu\)](http://www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

Brief About Labour Market Research Facility

Labour Market Research Facility is an independent research and outreach centre within the School of Management and Labour Studies in TISS. LMRF is a think tank centre that specializes in areas of sustainability, circularity, big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. The LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market, and livelihoods.

Along with the research, consultancy, policy contributions LMRF anchors academic programs

1. Executive Post Graduate Diploma in Analytics

2. MA/MSc in Analytics
3. BS in Analytics and Sustainable Studies
4. Faculty Development Programs

The LMRF invites interested candidates to apply for the position to be filled on contract for a **period of 12 months** initially and to be extended based on the candidate's performance and the institute's requirements.

Designation: Research Officer

Number of Positions: Two

Key Roles and Responsibility:

The Research Officer (RO) at LMRF is responsible for effectively managing all the activities anchored in multiple cities including the current centres at Mumbai by having an overall view of the vision of LMRF. S/He is also responsible for Planning, organising, managing and ensuring the execution of the upcoming plans, projects and aspirations of LMRF ensuring that substantive work programmes and program activities which are carried out smoothly and promptly:

- The RO will assist in the research projects and the programmes of the LMRF
- The RO will also involve in teaching assistance to academic programs of LMRF (BS Analytics and Sustainability Studies, MA/MSc in Analytics, Executive Post Graduate Diploma in Data Analytics) and prepare study materials for the programmes and administration-related activities
- The RO will be involved in teaching programs offered by LMRF (PAR Certificate Program, MIDP Programs, FDP Programs and other programs which are planned)
- The RO will also involve in developing study materials for the programmes and administration-related activities
- The key responsibilities include assisting the faculty and coordinator to run the Academic programme of LMRF at Mumbai and various LMRF projects. This requires Coordination with coordinators at Mumbai and other locations
- Co-ordinating the academic requirements for EPGDA (Executive Post Graduate Diploma in Analytics) of LMRF. The candidate will have to be present in the campus on Saturday and Sunday as and when required

Monthly remuneration: Rs. 35,000/- (Thirty Five Thousand Only)

Essential Qualification – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever the grading system is followed at the Masters in Social Sciences.

Desired Qualification:

- M Phil in Social Sciences
- Experience in coordinating and supervising data collection and research processes—theoretical and technical skills in qualitative research methods and techniques.
- Knowledge about learning technologies like SPSS, Spreadsheets, Atlas Ti/NVIVO
- Experience in partnering with industry and other professional bodies for research funding and grants.

Last Date of Application: 03.03.2023

Application Fee: An application Fee of Rs 500/- is to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. Women applicants are exempted from the payment of application fee. The application will be valid only on receipt of the application fee for those who are required to pay. The fee, once paid, shall not be refunded under any circumstances.

Other Conditions.

(a) The Institute reserves the right not to fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) 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.

(e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

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

(j) The post is purely contractual and the term of the Contract Position will be one year, an extension, if any, will be given after assessing the suitability and performance of the selected candidate post-one-year tenure on the post.

Application Process and Interview:

(a) Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website www.tiss.edu. On or before **03.03.2023**.

(b) Candidates must take a print of the acknowledgement of the online application and keep it for future reference.

(c) Only the shortlisted candidates will be communicated by e-mail or mobile phone to appear for the interview to be conducted in virtual mode via zoom.

(d) TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.

Note: The selected candidate has to join with in 10 days.

Offg. Registrar