



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

**ADVT/ TISS/ADMN/CETE/March/2023**

**14<sup>th</sup> March 2023**

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 52 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 Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

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](http://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:**

<b>Non-Teaching</b>			
<b>S. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
1.	Instructional Designer (Part-time)	1	Mumbai
2.	Media Designer / Junior Instructional Designer	1	Mumbai

**Details of positions are provided below.**

## **How to apply:**

### **Application process and interview**

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-Mar2023> and after submitting the form to take a screenshot and send the same to [cete.recruitment@tiss.edu](mailto:cete.recruitment@tiss.edu) If you have any questions regarding the positions, please email [vijay.jathore@tiss.edu](mailto:vijay.jathore@tiss.edu), [sudheer.reddy@tiss.edu](mailto:sudheer.reddy@tiss.edu) and [swati.kamble@tiss.edu](mailto: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:** 29<sup>th</sup> March 2023

**Tentative dates for interview:** 3<sup>rd</sup> to 10<sup>th</sup> April 2023

**Suggested date of joining:** Selected Candidates are expected to join within 15 days of their selection

**s/d- Project Leader**

## Detailed description of the positions

### **1. Instructional Designer (Part-time) – One position**

The candidate will work closely with industry experts and academics to design and develop engaging and effective teaching and learning materials. It will be responsible for collaborating with faculty and subject matter experts to ensure that course materials are aligned with learning objectives and meet the needs of students.

#### **Key Responsibilities**

- Collaborate with faculty and subject matter experts to design and develop effective teaching and learning materials, including course syllabi, lectures and assessments.
- Define instructional design guidelines and content development standards
- Create instructional storyboards and other supporting materials for online, hybrid and blended courses.
- Assist in the development and design of online courses and modules, including the creation of multimedia materials such as videos, animations, and innovative interactives.
- Ensure all course materials are aligned with learning objectives and standards for quality and accessibility.
- Participate in course review and revision processes and provide recommendations for improving course content and delivery.
- Keep up-to-date with current instructional design methodologies, technologies, and pedagogies to continuously improve the quality of the course materials and teaching and learning experiences.
- Conduct faculty development sessions to share best practices in instructional design and to assist in the development of their teaching skills.

#### **Desired Profile/Skills**

- Master's degree in any subject (preferably master's in education or e-learning)
- Minimum of 5 years of experience in instructional design or related field in higher education
- Strong understanding of instructional design methodologies, learning sciences and adult learning
- Experience with developing and implementing online and hybrid courses, and using learning management systems
- Proficiency in multimedia authoring tools, such as Articulate or Camtasia will be an added advantage
- Excellent communication and collaboration skills, and the ability to work with subject matter experts and faculty to achieve desired learning outcomes
- Strong attention to detail and ability to manage multiple projects and priorities

**Qualification:** Master's degree in any subject (preferably master's in education)

**Experience:** Minimum of 5 years of experience in instructional design or related field in higher education

**Duration:** Six Months (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is 50,000/- per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

## **2. Media Designer/ Junior Instructional Designer – One position**

The candidate will work closely with industry experts and academics to design and develop engaging and effective teaching and learning materials. It will be responsible for collaborating with faculty and subject matter experts to ensure that course materials are aligned with learning objectives and meet the needs of students.

### **Key Responsibilities**

- Collaborate with faculty and subject matter experts to design and develop effective teaching and learning materials, including course syllabi, lectures and assessments
- Collaborate with faculty and subject matter experts to design and develop effective teaching and learning materials, including course syllabi, lectures and assessments
- Create instructional storyboards and other supporting materials for online, hybrid and blended courses
- Design and create necessary media for the courses
- Work with multiple LMS like moodle and open edx
- Assist in the development and design of online courses and modules, including the creation of multimedia materials such as videos, animations, and innovative interactives
- Ensure all course materials are aligned with learning objectives and standards for quality and accessibility
- Participate in course review and revision processes, and provide recommendations for improving course content and delivery.
- Keep up-to-date with current instructional design methodologies, technologies, and pedagogies to continuously improve the quality of the course materials and teaching and learning experiences

### **Desired Profile/Skills**

- Master's degree in any subject (preferably master's in education or e-learning)
- Minimum of 2 years of experience in instructional design or related fields in higher education or any other field.
- Strong understanding of instructional design methodologies, learning sciences and adult learning
- Experience with developing and implementing online and hybrid courses, and using learning management systems
- Proficiency in multimedia authoring tools, such as Articulate or Camtasia will be an added advantage
- Excellent communication and collaboration skills, and the ability to work with subject matter experts and faculty to achieve desired learning outcomes
- Strong attention to detail and ability to manage multiple projects and priorities

**Qualification:** Master's degree in any subject (preferably master's in education)

**Experience:** Minimum of 2 years of experience in instructional design or related field in higher education or any other field

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

**Remuneration:** Gross monthly remuneration for the position is 50,000/- per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

**The end**