



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

ADVT/TISS/TF/TISS-ECI-IIDEM/NOV./2023

08 NOVEMBER, 2023

ADVT for the Position of Teaching Fellow(1)

The Tata Institute of Social Sciences (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 four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree 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 Development Studies (SDS) was created in 2012 to contribute towards the holistic discussion on the politics and practices of development and democracy in post-colonial societies. Focusing on the interconnection between global, national and local processes of social change, the vision of the School is to promote diverse ways of interdisciplinarity and multi-disciplinarity in the generation of social science knowledge and to actively engage with critical issues of development, democracy, governance, poverty, and equity through excellence in research, teaching and advocacy.

For a project entitled **“TISS-ECI-IIDEM Master’s Program”**: a collaborative Knowledge & Research project on the development of globally competent electoral professionals, democracy specialists, governance professionals and policy analysts to educate, train and update the national/global electoral officials/students and other relevant participants in the area of electoral management & practice of Masters in collaboration with Election Commission of India and India International Institute of Democracy and Election Management (IIDEM).

The Institute is currently looking for bright candidates (2) to work with the School of Development Studies for supporting ECI-TISS Master’s program in International Electoral Management and Practises (MPIEMP) at the Centre for Electoral Management Studies School of Development Studies. Tata Institute of Social Sciences (Mumbai). TISS- Mumbai has partnered with Election Commission of India and India International Institute of Democracy and Election Management (IIDEM) for capacity building and education in areas of in areas of International Electoral Management Studies and Practices.

Applications are invited for the below post to be appointed on Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute. The Teaching Fellow will be responsible for doing research, documentation, and reporting on an assigned topic, providing curriculum development support, preparing/ collating reading resources/ compendium, classroom or laboratory teaching, moderating class, counselling students, proctoring examinations, grading papers, assisting logistics for organizing classes, managing social media for the program related activity, supporting administration of school including admission related works for MIEMP, facilitating extracurricular activities for the school, and providing other general assistance in instruction process for effective implementation of the ECI-TISS MA project.

The Fellow would be reporting to the Project-Leader, Chairperson- of the Centre, assigned faculty and the senior staff of the project. They will also work in close coordination with International/national area experts and short-term experts. Other duties and responsibilities may be assigned by the Project-Leader, Chairperson- of the Centre, and assigned faculty as per the requirements of the project. Weekly work requirements and schedules will be discussed to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications

- Master's degree in any branch of Social Sciences preferably political science, public administration, international relations, development studies, human resource management, economics and population studies.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.

Desirable Qualifications

- Relevant experience with exposure for report writing and data analysis preferably in the election research & management, political science, law and governance and public policy preferred.
- Ph.D scholars are encouraged to apply with the NoC of their supervisors/ guides.

The candidate is also expected to work on the following aspects of the ECI- IIIDEM-TISS MA Project;

- Help identify priority needs in revision/ improvement of course design, curriculum, delivery and enhance their efficacy in terms of performance and impact of the project.
- Suggest policy recommendations, develop collaborations with other institutions for strategies to improve the indicators of Program development using existing resources including social media and outreach strategies.
- Facilitate effective mobilization for the admission and teaching and helping to the effective delivery of the program through assisting the faculty, staff, researchers, and students of the centre of electoral management studies.
- Work in teams to design effective programmatic tools and formats based on pre-defined goals and help organize training workshops/ capacity building workshops/ offline modular classes.
- Coordinate with officials of ECI- IIIDEM on a regular basis and assist in effective delivery and promotion of the ECI-IIIDEM-TISS MA program.
- Willing to relocate and travel for the project work.

To be able to perform the above tasks effectively, the Fellow shall be expected to work under the guidance of the Project Leader, Chairperson of the Centre and Faculty of the Centre for Electoral Management Studies.

Preferred Skills

- A good understanding of social, political and governance aspects
- Good computer skills: STATA, SPSS, Microsoft Word/Excel/ PowerPoint and Internet
- Report writing, Data analysis and Presentation
- Knowledge of basic statistical concepts and the ability to deal with large datasets.
- Willing to travel for the project work.

Engagement period and Remuneration

The selected candidate will be based at TISS- Mumbai and may be deputed to the ECI- IIIDEM Delhi as per the requirements of the project. Engagement will be for the duration of one year. Teaching Fellow will be paid a remuneration of INR 45,000 consolidated, forty-five thousand per month according to competencies skill.

Other Conditions.

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. No queries or correspondence regarding issue of call letter for 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.
5. 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.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. The Institute reserves the right to relax age of the candidate based on the work experience.
8. No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.

9. 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).

Application Fee. Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Application Process

- (a) Candidates are requested to apply online through the Apply Now Button provided along with this advertisement on the Institute website at <https://tiss.edu/adminpositions/>
- (b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- (c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for Personal Interaction or Online Via Zoom to be conducted at Centre for Electoral Management Studies, School of Development Studies. TISS, Mumbai.

The last date for applying is 15 November 2023.

Selected candidates are expected to join duty within 30 days

**Sd/xxxx
Acting Registrar**