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. REF. NO.TISS/APRIL/2019

TISS Invites applications for positions of Senior Consultants / Consultants (Higher Education), Consultants (Data Manager/IT) for the State Project Directorate, Rashtriya Uchchatar Shiksha Abhiyan, Maharashtra.

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at http://www.mhrd.gov.in/rusa

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is to be created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

TISS is seeking dedicated, hardworking and bright people to work with SPD, RUSA Maharashtra.

Type of Contract
The successful candidates will be awarded a fixed-term one year contract which will include a 6-month probation period. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

1) **Position: Senior Consultant (Higher Education)**
   No. of Positions: 4
   Location: Mumbai

   Job Description:
   - Working closely with the stakeholders in the implementation of State Higher Education Plan under the aegis of RUSA along with other team members
   - Monitoring & Evaluation of the implementation of existing and future projects undertaken by RUSA
   - Evaluation of the Detailed Project Proposals received under the 14 Components of RUSA
   - Preparation of modules for quality enhancement of the faculty.
   - Strong understanding and experience of the social sector, especially higher education sector
   - Ability to grasp concepts and situations quickly and prepare reports, notes, documents, presentations etc at short notice.
   - Adaptability to deal with changing environment and excellent negotiation skills
   - Willingness to travel extensively to different parts of State / Delhi for coordination and monitoring.
   - Ease in dealing with multiple stakeholders, building consensus and dealing with various government agencies
   - Excellent communication skills (oral and written)
   - Strong qualitative and quantitative analytical skills
   - Excellent knowledge of ICT tools including MS Office, Video Conferencing, Web Portals etc.

Essential Qualifications:
- Masters' Degree and / or M.Phil. / Ph.D. / NET/SET in Social Sciences / Sciences / Engineering / Technology / Management / Law.

Experience:
- 10 years of post-qualification experience in Higher Education Sector / Policy Making / Governance / Administration in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution

Age Limit:
- 40 years
- 65 years in case of retired Govt Servant

Compensation (Consolidated): Rs. 50,000/- to Rs. 75,000/- per month depending on the qualification & experience of the candidate as decided by the Selection Committee. For retired Govt Servants, pay minus pension (as per Govt. rules).

2) **Position: Consultant (Higher Education)**
   No. of Positions: 2
   Location: Mumbai

Job Description:
- Working closely with the stakeholders in the implementation of State Higher Education Plan under the aegis of RUSA along with other team members
- Monitoring & Evaluation of the implementation of existing and future projects undertaken by RUSA
- Evaluation of the Detailed Project Proposals received under the 14 Components of RUSA
- Preparation of modules for quality enhancement of the faculty.
- Strong understanding and experience of the social sector, especially higher education sector
- Ability to grasp concepts and situations quickly and prepare reports, notes, documents, presentations etc at short notice.
- Adaptability to deal with changing environment and excellent negotiation skills
- Willingness to travel extensively to different parts of State / Delhi for coordination and monitoring.
- Ease in dealing with multiple stakeholders, building consensus and dealing with various government agencies
- Excellent communication skills (oral and written)
- Strong qualitative and quantitative analytical skills
- Excellent knowledge of ICT tools including MS Office, Video Conferencing, Web Portals etc.

Essential Qualification:
- Masters' Degree and / or M.Phil. / Ph.D. / NET/SET in Social Sciences / Sciences / Engineering / Technology / Management / Law from a recognized University/Institute.

Experience:
- 5 years of post-qualification experience in Higher Education Sector / Policy Making / Governance / Administration in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution

Age Limit:
- 35 years
- 65 years in case of retired Govt Servant

Compensation (Consolidated): Rs. 40,000/- to Rs. 60,000/- per month depending on the qualification & experience of the candidate as decided by the Selection Committee. For retired Govt Servants, pay minus pension (as per Govt. rules).

3) Position: Consultant (Data Management)
     No. of Positions: 1
     Location: Mumbai

Job Description:
- Acquiring data from primary or secondary data sources and maintaining databases / data systems
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks)
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc)
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Monitoring fund flow, project implementation and managing MIS interface
- Willingness to travel extensively to different parts of State / Delhi for coordination and monitoring.
- Excellent communication skills (oral and written)

Essential Qualification:
- Masters' Degree in Statistics / Mathematics from a recognized University/Institute.

Experience:
- 5 years of post-qualification experience as a data analyst / data manager in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution

Age Limit:
- 35 years
- 65 years in case of retired Govt Servant

Compensation (Consolidated): Rs. 30,000/- to Rs. 50,000/- per month depending on the qualification & experience of the candidate as decided by the Selection Committee. For retired Govt Servants, pay minus pension (as per Govt. rules).

4) Position: Consultant (Information Technology)
     No. of Positions: 2
     Location: Mumbai

Skills:
- Understanding of latest trends in website designing and social media platforms
- Understanding of software development stages coding, testing and validation
- Knowledge of prevailing cyber security laws and guideline
- Excellent administrative and communication skills
- Knowledge of data analytics tools of usage, traffic of website and social media
- Excellent communication skills (oral and written)

Job Description:
- To supervise the execution of the software applications through agencies appointed by RUSA, Project Directorate with a view to support higher education institutions in state with NAAC accreditation.

- Collection of information about business processes followed in higher education institutions and communicating the same to the agency.
- Validation of software requirement specifications prepared.
- Testing, release of beta and final versions.
- To maintain the RUSA website and update content from time to time.
- To supervise the presence of RUSA on social media independently and through the agency appointed in this regard by Project Directorate with a view to expand and improve RUSA footprint and outreach in teaching community and in student community.
- Willingness to travel extensively to different parts of State / Delhi for coordination and monitoring.
- Any other task as assigned from time to time

Essential Qualifications:
- Master's Degree in Computer Applications or M. Sc (Computer Science/Information Technology / Statistics / Mathematics) from a recognized University/Institute; or B.E./B.Tech. (Computer Engineering/Computer Science/ Computer Technology/Computer Science & Engineering/ Information Technology) from a recognized University/ Institute.

Experience:
- 4 years post qualification experience in relevant areas of Programming/ Information System, Website/ Web-Portal Design and Management, Networking Systems and Protocols, Database Management, JAVA, SQL, PHP, HTML, C+, C++, Python, Android Apps development, Social Media Management, Hardware Knowledge, LAN/WAN Management, in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution.

Age Limit:
- 35 years
- 65 years in case of retired Govt Servant

Compensation (Consolidated): Rs. 30,000/- to Rs. 50,000/- per month depending on the qualification & experience of the candidate as decided by the Selection Committee. For retired Govt Servants, pay minus pension (as per Govt. rules).

Note :
- The State Project Directorate is located at Mumbai, Maharashtra.
- Candidates should submit a covering letter mentioning the name of the post applied for and how the candidates are best suited for the job along with detailed CV.
- Candidates should provide two references with their contact details.

Interested candidates are invited to mail expression of interest with CV to applytorusa@gmail.com

Last date for submission of expression of interest with CV: **16th May 2019.**

Shortlisted candidates shall be contacted for interview.

No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.

Project Leader

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