

**Call for Applications for the post of
Part time Coordinator, MERIT Community Learning Centre
under the Field Action Project Mumbai Education Research Innovation and
Training (MERIT) at TISS Mumbai Campus**

MERIT is a field action project of Community Organisation and Development Practice, School of Social Work - Mumbai Campus established in 2016 with the objective of Support underprivileged children and youth in education and employment through creating support network, training and capacity building. The main programmes are done under this project are: Creating local networks of support teams at different locations, Employability enhancement programmes, Career guidance cell, Science Lab Project in schools

Position: Coordinator MERIT Community Learning Centre (Part time)

Work time: 5.00 pm to 9.00 pm (Monday to Saturday)

Work location: TISS Mumbai campus and Community learning Centers at Trombay

Duration: 1 year (Extendable for another year subject to satisfactory performance and availability of funds)

Eligibility Criteria: Post Graduation

- Educational qualification: Post graduation (MSc) in any science discipline (with at least 3 years of experience in teaching).
- Have good oral communication skills in English and Hindi
- Upper Age limit 35 years
- The candidate should possess good writing skills in English
- Remuneration: Consolidated payment of Rs. 15,000/- per month.

Responsibilities:

- Coordinate community learning centers run by MERIT
- Develop teaching aids suitable for students having low level linguistic and subject proficiency
- Develop science experiment kits for teaching basic concepts of science to high school students
- Coordination of volunteers
- Organizing science camps with the support of volunteers
- Making reports
- Any other work assigned by the MERIT officials

Application and selection process:

1. Interested candidates are requested to apply by submitting on email to mailtomerit@gmail.com
 - a. Updated CV
 - b. An application indicating the purpose and willingness to undertake the engagement

- c. Copies of relevant document to prove eligibility and experience
2. Shortlisted candidates will be intimated on phone or by email inviting them for a personal interview
3. Timelines for the selection are
 - a. Announcement of Vacancy : 02 February 2023
 - b. Last date of receipt of applications : 10 February 2023
 - c. Announcement of Shortlisted candidates : 14: February 2023
 - d. Personal Interview : 18 February 2023
 - e. Intimation of selection : 21 February 2023
 - f. Date of Joining : 01 March 2023
4. Original certificates need to be carried at the time of interview for verification.

Other Conditions:

1. The Institute reserves the right to relax or modify qualification of the candidate based on the work experience
2. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and also not to fill up the vacancy advertised.
3. No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage.
4. Canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
5. The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
6. No TA / DA is payable for appearing for the interview.

S/d
Project Director
MERIT