



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR – MUMBAI 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)
SCHOOL OF VOCATIONAL EDUCATION

TISS-SCHOOL OF VOCATONAL EDUCATIONS IS HIRING FOR
Below mentioned positions

Position I

JOB DESCRIPTION	
Department	Examination and Certification
Designation	Controller of Examinations
Location	Deonar, Mumbai
Purpose of the Role	To manage the entire functioning of the Examination and Certification Department of TISS-School Of Vocational Education.
Accountability & Reporting Relations	
Reporting & Accountability	Dean, TISS-SVE
Positions reporting into this position	Manager, Co-ordinator and Executive - Examination and Certification
Role & Responsibilities	1. Controller of Examination is responsible for overall activities of Examinations section 2. Coordination with Sr.Vertical Managers, Vertical Managers , SKP, and Hubs. 3. Prepare, announce and approve in advance dates for semester and supplementary Examinations. 4. Arrange for setting, printing and distribution of question papers. 5. Arrange to distribute answer booklets and allied services to examination centres. 6. Timely publication of results, printing and distribution of grade cards. 7. Arrange for the timely publication of result of examinations and other tests. 8. Knowledge of computer and use of ICT in improving examination system. 9. ERP and automation of Examination section. 10. Review and improvement in examinations system for theory and practical. 11. Preparation of annual reports, arrangements for annual convocation.



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	12. Take necessary and appropriate decision in emergency.
Qualifications	Essential: Post Graduate/Masters/Ph.D in any stream
Prior Experience	➤ 10 years teaching experience as Assistant/Associate professor in University services or ➤ 15 years' Experience as Assistant Registrar or ➤ 8 years' Experience as Deputy Registrar
Other Information	
Annual CTC	(as per standards & internal parity)
Any other specification	Fixed term contract for two years(extendable) Candidates from Mumbai ONLY will be eligible to apply



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Position II

JOB DESCRIPTION	
Department	Examination and Certification
Designation	Manager - Examination and Certification
Location	Deonar, Mumbai
Purpose of the Role	To assist Controller of Examinations in managing the smooth functioning of the Examination and Certification department
Accountability & Reporting Relations	
Reporting & Accountability	Controller of Examinations
Positions reporting into this position	Executive – Examination & Certification
Role & Responsibilities	1. To keep oneself up-to-date with all examination requirements and ensure that staff and students are aware of the relevant regulations and communicating these as required. 2. To prepare and organize for all exams as per the regulations of TISS-SVE. 3. To coordinate and organize with the external invigilators for the smooth conduct of exams 4. To coordinate the collection of answer books from the various examination centres and have them assessed by the board of examiners. 5. To coordinate on the collection of marklists and process the results on the internal ERP/manually. 6. To manage the preparation and distribution of degrees, diplomas and certificates. 7. To manage requests for re-evaluation, duplicate marksheets, certificates etc. and attend to them within the set turn around time. 8. Assisting with managing incoming and outgoing correspondence of the department. 9. Drafting of letters, reports, minutes and notices related to examination and certification. 10. Handling of confidential/sensitive material with discretion and integrity.



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	11. Maintaining the Candidates from Mumbai ONLY will be eligible to apply MIS, Record Management and Documentation 12. Carry out other duties and required as required from time to time
Qualifications	Essential: Graduate
Prior Experience	5+ years of experience in an Academic Section of a University or College in related role.
Competencies	➤ Positive, Focused and Self-motivated ➤ Ability to multi-task ➤ Eye for detail ➤ To maintain confidentiality and observe data protection and associated guidelines where appropriate ➤ Ability to manage time & schedules effectively and work within deadlines ➤ Ability to adapt to a new and constantly evolving work environment ➤ Ability to work along with teams ➤ Strong communication (oral and written), interpersonal and coordination skills
Technical skills	➤ Efficient computer application skills (MS office, Outlook, etc.) ➤ Efficient networking skills
Other Information	
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*Interested candidates may please write to us and send your resumes on
renuka.tayade@sve.tiss.edu*

OR Contact us on 02225525605/5609 (Ms. Renuka Tayade, Project Officer)

**** Please specify the position application is made for in the email
subject line***

Last date for application is 15th March 2017