

Required ‘Manager- Admissions’ (One Post) on Contract Basis for TISS Admissions Office

The Tata Institute of Social Sciences (www.tiss.ac.in), established in the year 1936 is a Deemed to be University, under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India. TISS is a Grade I University as per NAAC assessment 2024. With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, around 47 Masters’ Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences.

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 newly established TISS Admissions Office (TAO) oversees the admissions process across all campuses and programmes, including CAT-based, CUET-based, and other modes of intake. TAO is looking for **Manager – Admissions** on **contract basis** initially for **one year** which is extendable based on the performance and requirement of the institute.

Position: Manager – Admissions

Location: TISS Mumbai Campus

Monthly Remuneration: ₹65,000 (consolidated)

Reporting to: Director, TISS Admissions Office

Application Deadline: 25th September, 2025

Role Summary:

The **Manager – Admissions** will play a critical role in ensuring the smooth and efficient coordination of admissions-related activities at the Tata Institute of Social Sciences (TISS). The position involves close collaboration with external testing agencies (such as the CAT convening IIM and CUET/NTA representatives), internal departments (academic section, IT, various Schools/Centres, other relevant administrative units), and prospective applicants.

The ideal candidate will combine strong administrative and communication skills with a working knowledge of IT systems to support online application platforms, data reporting, and candidate support. The role requires high attention to detail, process orientation, and the ability to handle multiple tasks during peak admissions periods.

The Manager – Admissions will report to the Director, TISS Admissions Office, and support end-to-end execution of the admissions cycle across UG and PG programmes at various campuses.

Key Responsibilities

1. Coordination with External Agencies

- Act as the liaison with the CAT convening institute and CUET (NTA) officials for data exchange, timelines, and process clarity.
- Ensure timely receipt and verification of test scores and applicant lists.

2. Admissions Process Management

- Support end-to-end admissions operations including application processing, shortlisting, communications, and documentation.
- Coordinate with academic programmes and internal committees to manage interview rounds, test scores, and final admissions offers.

3. Internal Liaison and Communication

- Work closely with academic units, administrative departments, IT and other units to align processes and timelines.
- Prepare regular updates and reports for the Director, TISS Admissions Office.

4. Admissions Portal and Data Support

- Monitor and coordinate with IT team on the performance and maintenance of the online admissions portal.
- Generate MIS reports, monitor applicant data, and ensure accuracy and confidentiality.

5. Applicant Support and Public Communication

- Respond to candidate queries via email or helpdesk during the admissions cycle.
- Assist in organizing webinars, FAQs, help documents, and online sessions for prospective applicants.

6. Compliance and Documentation

- Ensure adherence to institute policies, UGC guidelines, and reservation norms in the admissions process.

- Maintain complete documentation of each admissions cycle for audit and reference.

Essential Qualifications & Skills

- Bachelor's or Master's degree in any discipline (preferably in Education, Management, Commerce, and IT).
- Minimum 3 years of relevant work experience in university admissions, academic coordination, IT systems, student services and related work experience.
- Proficiency in MS Excel, Google Sheets, and document management systems.
- Familiarity with online admissions platforms, application tracking systems, or form management tools.
- Strong written and verbal communication skills in English.
- Demonstrated ability to manage multiple tasks and deadlines, work with stakeholders, and solve problems independently.

Desirable

- Prior experience working in a university or higher education admissions environment.
- Exposure to centralized entrance tests such as CAT, CUET, or similar national-level admissions processes.
- Experience of using CRM or student application management systems.
- Comfort with data cleaning, dashboard creation, or reporting using tools like Google Data Studio or Power BI.
- Ability to support basic troubleshooting or coordinate with IT teams for resolution of technical issues.

Application Fees.

Application Fees of Rs 500/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 125/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other Conditions.

(a) Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(b) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(c) No queries or correspondence regarding 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.

(d) 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.

(e) In case of any ambiguity in the Recruitment Rules in general, the decision of the TISS, Admissions Office shall be final.

(f) The TISS Admissions Office reserves the right to relax qualification(s) of the candidate based on the work experience.

(g) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(h) 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 Letter, the TISS Admissions Office reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The post is purely Contractual and the Terms of the Contract Position will be for one year, extension, if any, will be given after assessing the performance of the selected candidate and requirement of the institute.

Application Process and Interview.

(a) Candidates are requested to apply online through the link (**Apply now**) provided along with this Advertisement on the Institute website **www.tiss.edu**.

(b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

(c) The TISS Admissions Office may offer a lower post to a candidate, in case the Selection Committee recommends so.

(d) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai or ONLINE Mode.

Note: The selected candidate will have to join within 15 to 30 days of issue of Offer Letter.