



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/LMRF / April/ 2022

04 May 2022

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and OffCampuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labor Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

POSITION : Administrative Assistant (one post)

Monthly Remuneration: Rs.30,000 per month

Qualification – Good academic record with at least 55% of the marks or an equivalent grade of ‘B’ in the 7 point scale with letter grades O, A, B, C, D, E and F at the Bachelor’s Degree in any discipline with minimum of three years of experience in administrative work in mid-sized to large organization.

Desirable

- Proficiency in Excel and Ms-Office
- Knowledge of handling audio video conference using zoom
- Knowledge of handling Moodle
- Good documentation skills to prepare reports
- Decent communication skills in English, both spoken and written communication.
- Flexible for working on weekends.

Location: Based in Mumbai TISS campus. Candidate should be flexible to move to Tuljapur campus and Guwahati Campus.

Key Roles and Responsibilities

- Management of smooth running of the academic programmes offered by LMRF by co-ordinating with the participants, faculty, staff and administration.

- Assisting the Programme Manager for coordinating and assisting the programme faculty for delivery of the courses.
- Assisting the programme manager in promotion of the programme and coordination of the admission procedures.
- Coordination with technical support team for resolving any technical issues arising during the admission process, other processes related to the management of the programme.
- He/She will also co-ordinate with various TISS administrative departments.
- Handling project related work of LMRF.
- Handle audio video conferencing calls specially on Zoom.
- Assisting the programme manager in managing the teaching programme on TISSOL and handling student management system.
- Handling incoming calls and other communications related to queries of the programme.
- Managing filing system and recording information as needed
- Updating paperwork, maintaining documents and word processing.
- Performing general office duties.
- Organizing travel by booking accommodations and reservations needs as required.
- Assisting programme manager in coordinating conferences, seminars and training programmes and events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Creating, maintaining, and entering information into databases.
- The working days will be Monday to Saturday.

General Conditions:

1. The Institute reserves the rights to not fill up the vacancy advertised;

2. Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview;
3. 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 for the post;
4. No TA/DA is payable for appearing in the interview.
5. 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).
6. To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied at **lmrf@tiss.edu** latest by **15th May, 2022, 3.00 PM (IST)**.
7. Interview: Only the short listed candidates will be communicated by an e-mail or mobile phone to appear for the virtual interview.
8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification before joining the post, if selected.
9. The candidate is expected to join the position with in 10 days of intimation of selection.

Registrar