



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/C SOL/September2016

Non Teaching positions are required for Centre for Social and Organisational Leadership (C SOL)

School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

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.

The School invites interested candidates to apply for following positions to be filled on contract for a period of one year initially and to be extended based on performance of the candidate and requirement of the institute.

I. Programme Manager (one post)

Monthly remunerations: Rs. 45000 to 50000

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 Master's Degree in social sciences/ Management (or equivalent). The candidate must have minimum of two years of work experience in the relevant field.

Key Roles and responsibility:

- Management of smooth running of the Executive Programme in Organization Development and Change (EPGDODC) by co-ordinating with the participants, faculty, staff and administration.
- Coordination with and assisting the programme faculty for delivery of the courses.

- Promotion of the programme and coordination of the admission procedures for the cohorts/batch. Coordination with the marketing and operation teams for widening the reach of the course.
- Coordination with technical support team for resolving any technical issues arising during the admission process, other processes related and the management of the batch.
- The programme manager is expected to be present during the sessions happening during the weekends and to ensure the smooth functioning of the classes.
- He/She will also co-ordinate with various TISS administrative departments.

II. Research Officer (One Post)

Monthly remuneration: Rs. 45000 to 50000

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 Master’s Degree in social sciences (or equivalent). The candidate must have minimum of two years of work experience in the relevant field.

Key Roles and responsibility:

- The RO will assist in the research projects and the programmes of the Centre for Social and Organisational Leadership (C SOL).
- The RO will also involve in developing case studies and study materials for the programmes and administration related activities.
- The RO will Co-ordinate with the technical support team for resolving any programme related issues.

Other Conditions:

- The Institute reserves the right to not fill up the vacancies advertised.
 - 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.
 - 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.
 - The institute reserves the right to relax qualification of the candidate based on the work experience.
 - No TA / DA is payable for appearing for the interview.
1. To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied for to csol@tiss.edu latest by September 29, 2016 .

2. **Date of interview:** The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at TISS, Deonar Mumbai - 88 in the first week of October 2016.
3. The candidate is expected to join the position within 10 days of selection.

Registrar