



TATA INSTITUTE OF SOCIAL SCIENCES

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

(Declared as 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)

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26 August, 2024

Non-Teaching Position for Programme Coordinator (on contract) in Centre for Social and Organisational Leadership (C SOL) School of Management and Labour Studies

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.33/4 A+ in 2024 and is ranked 98 under NIRF University Rank Category for 2023-24.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The School of Management and Labour Studies (SMLS) at TISS provides quality human service professionals for a variety of stakeholder groups in the development process. The SMLS diversified to develop innovative teaching and research programmes that address wider social issues and realities with a special emphasis on the marginalised and vulnerable groups. It offers 5 M.A./M.Sc. programmes viz. Human Resources Management and Labour Relations, Social Entrepreneurship, Organisation Development, Change and Leadership, Labour Studies and Practices, and Analytics. In addition, it also offers Executive PG Diploma programme in Human Resources Management, Organisation Development, Change and Leadership, Executive PG Diploma in Analytics and an online programme in Social Entrepreneurship. The school is involved in research, innovation, and consultancy through its various centres.

The Centre for Social and Organisational Leadership (C SOL) at School of Management and Labour Studies invites interested candidates to apply for the below position to be filled on contract for a period of one year initially and is extendable based on performance of the candidate and requirement of the institute.

I. Programme Coordinator

Monthly remuneration: Rs. 50,000/-

Minimum Qualification – A Bachelor's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Bachelor Degree in Commerce/Management (or equivalent). The candidate must have minimum of 5 years of work experience in the relevant field with Bachelor's degree.

The Candidate with experience in handling educational programmes involving working professionals and the finances of it is preferable.

Key Roles and responsibilities:

1. The Programme Coordinator (PC) will be responsible for smooth running of the programmes by coordinating with the faculty members, participants, students, internal facilities, and other stakeholders.
2. The PC is responsible for the academic support, co-ordination and logistical support required for the programme and should work along with the team for the overall activities of the programme as directed.
3. The PC is responsible for coordinating with TISS administration for admissions to streamline posting of the admissions advertisement, receiving applications, developing FAQs on website and attending calls for clarification and guidance.
4. The PC ensure timely announcement of results on website as communication of the same (with announcement link) to the successful candidates.
5. The PC should be able to handle participants from the corporate sector who are generally in the senior or mid-level leadership roles.
6. The PC is responsible for establishing and maintaining effective communication channels between participants, facilitators and TISS administration.
7. The PC is responsible for timely payment of fee instalments and keeping a track of the same; reminding participants of the instalment dates and ensuring collection as well as deposit of the same.
8. The candidate with the experience of moodle handling, having knowledge of ERP, Microsoft Excel will be preferred.
9. The PC is responsible for scheduling of the sessions in advance, facilitation of workshops like human interaction labs, appreciative Inquiry and others scheduled for the participants.
10. The PC is responsible for assisting with preparation of reading material that might be needed for the session and arranging other logistic requirements of each session. To ensure the same, the PC is expected to work during weekends while the sessions are scheduled and fulfil 5 working days in a week.
11. The PC is expected to take care of field immersion and other extended activities which require additional coordination such as booking of rooms, coordinating with field work supervisors and keeping track of field work performance as well as grading and facilitation of assessment activities and making of grade cards.
12. The PC is responsible to co-ordinate with the academic section right from advertisement of new batch till post conferment ceremony processes including fee mapping, score card printing and other activities.
13. The PC is responsible for final certification and conferment activities along with the academic section.
14. The PC is responsible for Finance administration such as budgeting, honorarium payment, ensuring payment of bills and re-imbursement in accordance with the format of the institution and submitted within the time-frame to the accounts section of TISS for clearance.
15. The PC is responsible to draft routine correspondence, responding timely to all routine verbal/written enquiries.
16. The Candidate should be dynamic to handle execution of multiple projects simultaneously.

Application Fee: Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. Woman applicants are exempted from the payment of application fee. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Last date for submission of online application is 10th September, 2024

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 must provide their mail ID in the Online Application Form.
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (d) ONLY short-listed candidates will be invited for interview at the Institute premises.

Other Conditions:

- a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
- b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- d) 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.
- e) 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 facts & 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, the appointment shall be liable to be terminated forthwith as per this clause.
- f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.
- g) No TA/DA is payable 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 order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidate is expected to join the position within 15 days of selection.

Officiating Registrar