



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/EPGDHRM/ Novemeber 2019

November 29 , 2019

Walk in Interview

Programme Manager for Executive Postgraduate Diploma in Human Resources Management (EPGDHRM) (one post)

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) Human Resources Management and Labour Relations; (ii) Social and Organisational Leadership; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance .

The Centre for Human Resources Management and Labour Relations invites interested candidates for **walk in interview** for one **position of** Programme Manager 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.

Monthly remuneration: Rs. 50,000/-

Qualification – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree in Social Sciences / Management (or equivalent). The candidate must have minimum 3 years of work experience in the relevant field.

Key Roles and responsibility:

- Management of smooth running of the Executive Postgraduate Diploma in Human Resources Management Programme by co-ordinating with the participants, faculty, staff and administration for ensuring the smooth delivery of a coherent and enriching curriculum so as to create an enhanced learning environment for the participants and also for the facilitators
- Coordination with and assisting the faculty for delivery of the course to ensure the smooth execution of the planned activities of the teams and being the centre point of communication and trouble-shooter.
- Coordination with various departments within the institute for various administrative and academic aspects of the program.
- Promotion of the programme and coordination of the admission procedures. Coordination with the marketing and operation teams for widening the reach of the course.

Date of Interview: Eligible candidate may register between 2.00 pm and 2.30 pm at Secretariat, SMLS, Academic Building-2 Naorojee campus, Deonar Farm Road, TISS, Mumbai 4010088 and attend **the walk in interview at 2.30 pm onwards on December 12, 2019**. Only those candidates meeting the minimum required qualifications will be allowed to appear for the walk in interview.

How to apply: The eligible candidates are required to attend the walk in interview along with three sets of resume, **two** colour passport size photograph, **one** set of self-attested photocopies of relevant certificates in support of the essential qualification & experience and **original** certificates for verification.

Please note -

- **No TA / DA is payable for appearing for the interview.**
- **The candidate must meet Essential Educational Qualification and specified work experience.**
- **Selected Candidates are expected to join within 10 days of their selection.**

**Dy.
Registrar (P&A)**