



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/PRO/September/2019

Advt. for the post of Public Relation Officer

The Tata Institute of Social Sciences (TISS) was established in 1936 and became a Deemed University in 1964. It is fully funded by the University Grants Commission of the Government of India. Currently, TISS offers 53 Master's Degree and 18 M.Phil. and Ph.D. programmes in a range of socially relevant interdisciplinary areas from its Main Campus in Mumbai, and the Off-Campuses in Tuljapur, Guwahati and Hyderabad. Bachelor's programmes in Social Sciences and Social Work are offered from its Off Campuses. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and has research collaboration with some of the best universities and institutions across the globe.

TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. The Institute wishes to recruit a qualified **Public Relation Officer** (PRO) who will be based at Mumbai. The PRO will provide services to the Office of the Director, TISS and will work under the direct supervision of the Publication Officer, TISS.

Applications are invited for one post of **Public Relation Officer** to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

JOB DESCRIPTION

The responsibility for the position at an overall level involves working closely with different stakeholder groups by identifying needs, provide ideas and prepare content in a compelling manner for publicity and outreach.

The responsibilities will include:

- Creating content and stories based on faculty, students, staff, and projects for outreach and publicity.
- Providing content about TISS to the media for coverage
- Drafting press releases and arrange for press conferences whenever required.
- Updating TISS website and key social media platforms regularly
- Building and maintaining a database of media contacts and well-wishers for outreach and publicity.
- Building and maintaining a blog with updates, best practices, interviews, etc.
- Developing a monthly newsletter of new happenings and sharing them with various stakeholders of TISS.
- Performing other relevant duties as required.

Monthly remuneration: Rs. 40000 to 45000 (Commensurate with educational qualification and work experience)

Qualification & experience:

- Master's Degree in Public Relations or Mass Communications. A good academic record with at least 55% of aggregate marks or B+ in the academic 10 point grade scale.
- 5 years of experience in Public Relations, Media or Communications Divisions of organisations
- Experience in using social media tools such as Facebook, Twitter, Wordpress, blogs (please attach at least two samples of your recent work, alongwith a proof of content creation)

The preference may be given to the candidates having -

- Personal flexibility and high motivation
- Excellent communication, writing, and good rapport building skills in Hindi and English
- Good skills in Microsoft Office
- Experience in managerial work, taking initiatives and working in teams

Application fee: The application fee of Rs. 500/- to be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. 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:

- 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.
- 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.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- 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).

Application process and interview:

1. Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

The last date for receipt of online application: September 30, 2019.

Selected Candidates are expected to join within 15 days of their selection.

Dy. Registrar (P&A)