

**TATA INSTITUTE OF SOCIAL SCIENCES**

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

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

ASSISTANT MANAGER PUBLICATIONS**LEVEL – 10 (GROUP A)****SYLLABUS****WRITTEN & INTERVIEW**

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| (i) | General Awareness: General Knowledge about TISS. The questions will be designed to test knowledge of current events. The test will include questions pertaining to the Social Sciences and Communications. |
| (ii) | Test of English Language: In addition to the testing of candidate's understanding of the English language, its Vocabulary, Grammar, Sentence Structure, and its correct usage etc. would also be tested. |
| (iii) | Subject-specific Test: Questions related to publishing, public relations, social media and printing including current and changing trends. Knowledge of programmes and apps used for Graphic design, typesetting, photo-editing, |
| (iv) | Candidates should have excellent Noting & Drafting Skill/ Correspondence with different Stakeholders/ Report Writing ability and General Awareness about education/ media sector/ understanding of UGC rules and various other Government Procedure & Norms |
| (v) | Most of the Questions will be on Domain area. |

Procedures for recruitment to 'A' non-teaching posts**GROUP 'A'**

Sr. No.	Mode of Assessment		Marks	Minimum Qualifying Marks	Weightage (%)
1	WRITTEN TEST	PAPER – I Objective #	100	40	-
		PAPER – II – Descriptive	100	50	50.00%
	The Candidates who secure 50% marks in Paper II shall be called for the Interview				
2	INTERVIEW		100	50	50.00%

The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I.