

**Applications are invited for the Post of Academic Programme Manager ( Fulltime) –  
PG Diploma Counselling Programme (One Position)**

The **Centre for Lifelong Learning (CLL)** was established on February 15, 2006, with the objective of providing training for adult learners in the areas of expertise in the Institute. The CLL was earlier known as Department of Extra Mural Studies, which was established in 1981.

It caters to two kinds of adult learners: (a) The Professional groups getting trained for their continuing education and (b) the general population from diverse backgrounds who are outside the formal education system or those who have not had the opportunity to access formal education system and want to access training or goal-oriented short-term vocational programmes.

CLL, TISS is looking forward to recruiting a highly motivated and qualified Academic Programme Manager to its multidisciplinary team for the academic contributions to the school. The candidate should have relevant experience in Mental Health Sector.

**Educational Qualification and Experience**

- Master's Degree in Psychology, Social Work- Mental Health or PG diploma in Counselling and allied fields with a minimum of 55% of Aggregate marks.
- Five years of work experience in academic, research, and publication work.
- Good writing and speaking skills.

**Key Responsibilities**

- Managing day-to-day operation and be the first point of contact for all the academic
- Coordination with Academic and other Partners, cross functional co-ordination within and outside TISS
- Overall monitoring and review with all stakeholders
- Develop and execute operational and engagement strategy for all the stakeholders including students, partners, faculties, and domain experts.
- Assistance in organizing conferences
- Assistance in publishing academic outputs of PG Diploma in Counselling Programme
- Assist in academic matters related to the PG Diploma in Counselling Programme
- Create and curate relevant 'Open Source' resources for students of PG Diploma in Counselling Programme

- Assist in the Faculty Programme Coordinator in the Academic administration of the programmes and other related short term programmes
- Assist in research, teaching and training programmes/projects. Draft and write reports and literature reviews.
- Develop collaborations with other institutions.
- Any other matter as deemed by the the Faculty In charge.

**Duration of appointment:** One year (extendable based on performance and requirement of the Institute).

**Remuneration:** Gross monthly remuneration Rs. 50,000/-.

**Work Location:** CLL, SSW, TISS, Mumbai

**Working Days: Monday to Saturday**

- **Other Conditions.**

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. No queries or correspondence regarding issue of call letter for 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.
5. 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 factual 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, his/her appointment shall be liable to be terminated forthwith as per this clause.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.

7. The Institute reserves the right to relax age of the candidate based on the work experience.
8. 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:**

Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at TISS, Mumbai.

**How to apply?**

Interested candidates may send detailed CV with details on the competences explained above to [lata.das@tiss.edu](mailto:lata.das@tiss.edu).

**Important Dates:**

**Submission of application with CV: 28<sup>st</sup> June 2025 (Saturday) – 06.00 PM**

Tentative date of online interview: 1<sup>st</sup> week of July 2025 .

Only shortlisted candidates will be notified for the interview.

Selected candidates are expected to join duty from **14<sup>th</sup> July 2025**

\*Note: Candidates from Mumbai or nearby areas will be preferred.