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. REF. NO.TISS/NON-TEACHING/FEB/2014

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers 39 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2013-2015 batch. Masters' programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. It has a strong M.Phil. and Ph.D. programme. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination.

The candidate can apply for posts at Sl. No. 7 to 14 only if he/she is registered with the Employment Exchange under Ministry of Labour, Government of India or Employment Exchange under the Labour Department of State Governments and the registration should be valid on the date of application. Please mention your Current/ Renewed Registration Number on your application.

Candidates can apply for multiple positions with separate application for each position. The incumbent to the posts are transferable anywhere in India.

1. Dy. Registrar, Tuljapur Campus, (1 Post) Reserved for SC (Backlog vacancy), Pay Band Rs.15600-39100, Grade Pay Rs.7600. With 5 years experience in the post of Deputy Registrar, the Pay Band is Rs.37400-67000, Grade Pay Rs.8700.

Essential Qualification: A Post-graduate degree from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale; along with - (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other Institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post. The minimum requirement of 55% is not required for candidates who are already in the university system. A relaxation of 5% will be provided from 55% to 50% of the marks at the post-graduate degree for the SC category candidates.

Preferable: Professional qualification in Public Administration/Maintenance (estate) Management, Stores and Purchase, etc. Should have good interpersonal skills and ability to interface with various stakeholders – students, teachers, and staff at all levels, media and public.

2. Training and Placement Officer, (1 Post) OPEN, Pay Band Rs.15600-39100, Grade Pay Rs.7600.

Essential Qualification: A Post-graduate degree in Management, Social Work, Counseling, Media Studies, and related disciplines from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale; along with - (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in training and placement, or (ii) Comparable experience in research establishment and/or other Institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post. The minimum requirement of 55% is not required for candidates who are already in the university system. A relaxation of 5% will be provided from 55% to 50% of the marks at the post-graduate degree for the SC/ST category candidates.

Preferable: Professional qualification in Training and Development. Should have good interpersonal skills and ability to interface with various stakeholders – students, teachers, and should have strong industries links.

3. Assistant Manager–Publications, (1 Post) reserved for OBC (Backlog vacancy), Pay Band Rs. Rs.15600-39100, Grade Pay Rs.5400.

Master's degree from a recognized university in India or abroad, with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.

Preferred Qualification: A Master's degree in communication/public relations with skills in good writing and social media skills. A minimum of two years in publishing or public relations industry. Candidates must be familiar with computerized administrative systems and processes.

Preferred Experience: Knowledge of DTP programmes like CorelVentura, CorelDraw, Adobe Indesign, and QuarkXPress, etc.

4. System-Analyst-cum-Programmer, 1Post reserved for ST, Pay Band Rs. 15600-39100 + Grade Pay Rs.5400.

(i) A Master's degree with at least 55% of the marks or it's equivalent grade of B in the UGC 7 point scale in Computer Science/Computer Applications / Information technology/ Electronics and telecommunications from a recognized university or it's equivalent, (ii) Should have at least 2 years of experience in working with GNU/Linux based systems, relational databases, web development using php/ python/ ruby.

(ii) Desirable : (i) Doctorate degree in any of the subjects mentioned in 'Essential Qualification'. (ii) Experience in writing Software requirement specification, object oriented analysis and design. (iii) Knowledge of web based frameworks like ruby on rails or django is desirable.

5. Producer, 1 Post reserved for OBC (Backlog vacancy), Pay Band Rs. 15600-39100 + Grade Pay Rs.5400.

Masters Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale in commercial art/photography/video/film production with 5 years experience of still and video camera work and demonstrated ability of competence over all aspects of video production.

6. Field Work Coordinator (School of Mgt. & Labour Studies), (1 Post) reserved for OBC (Backlog vacancy), Pay Band Rs. 15600-39100 + Grade Pay Rs.5400. Age not exceeding 45 years including relaxation of 3 years.

Master's degree in any discipline with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale and with 5 years experience in the relevant field. Preference will be given to candidates with Degree/Diploma in Management/Human Resources Management. Should have strong leadership qualities and administrative skills, written and oral communication skills, sound knowledge of computer for communications and use of information system for maintaining records, ability to coordinate and interact with Field Work Organizations.

7. Social Worker, 1 Post, Reserved for PWD (OH) (Backlog vacancy), **Pay Band Rs.9300–34800 + Grade Pay Rs.4600.   Age not exceeding 52 years including relaxation of 10 years. In case of PWD candidates belonging to SC/ST will get 5 years and belonging to OBC will get 3 years further relaxation in age.**

Master's Degree in Social Work with 3 years experience in the relevant field. Should have strong leadership qualities and administrative skills, written and oral communication skills, write project proposals, engage in research and write report and should have proficiency in English, Hindi, and Marathi languages.

8. Senior Psychiatric Social Worker, 1 Post OPEN, **Pay Band Rs.9300–34800 + Grade Pay Rs.4600/-. Age not exceeding 42 years.**

Master's Degree in Social Work (preferably M.Phil.) with specialization in Medical and Psychiatric Social work with 3 years experience of working with children and adolescents in the field of mental health/counseling. Should have strong leadership qualities and administrative skills, written and oral communication skills to consolidate the collaboration with MLD, Trust, BMC and other partner organization. Ability to supervise TISS students of Social Work, write project proposals, engage in research and write report. Should have proficiency in English, Hindi, and Marathi languages.

9. Assistant, Tuljapur Campus, 1 Post reserved for ST (Backlog vacancy), **Rs.9300-34800 + Grade Pay Rs.4200/-. Age not exceeding 37 years including relaxation of 5 years.**

Bachelor's degree with 30 wpm typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution. 2 years experience at the level of UDC in a reputed organization.

10. Technical Assistant (Computer Centre), 1 Post reserved for PWD (HH) (Backlog vacancy), **Pay Band Rs.9300-34800 + Grade Pay Rs.4200/-. Age not exceeding 42 years in-**

cluding relaxation of 10 years. In case of PWD candidates belonging to SC/ST will get 5 years and belonging to OBC will get 3 years further relaxation in age.

Bachelor's degree in Computer Science/Information Technology with at least 2 years experience in operating Linux operating system environment.

11. Stenographer Grade-II, 2 Posts reserved for OBC, Rs.9300-34800 + Grade Pay Rs.4200/-. Age not exceeding 35 years including relaxation of 3 years.

A Bachelor's degree with 100 w.p.m. in English shorthand and 40 w.p.m. in English typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution with minimum of 2 years experience as Stenographer.

12. Stenographer Grade-III, 1 Post OPEN, Pay Band Rs.5200-20200 + Grade Pay Rs.2400/-. Age not exceeding 32 years.

A Bachelor's degree with 80 w.p.m. in English shorthand and 30 w.p.m. in English typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution.

13. Stenographer Grade-III, 2 Posts reserved for OBC (Backlog vacancies), Pay Band Rs.5200-20200 + Grade Pay Rs.2400/-. Age not exceeding 35 years including relaxation of 3 years.

A Bachelor's degree with 80 w.p.m. in English shorthand and 30 w.p.m. in English typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution.

14. Stenographer Grade-III, 1 Post OPEN, at Tuljapur Campus, Pay Band Rs.5200-20200 + Grade Pay Rs.2400/-. Age not exceeding 32 years.

A Bachelor's degree with 80 w.p.m. in shorthand and 30 w.p.m. in typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution.

GENERAL CONDITIONS:-

The Institute reserves the right to: (a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/Research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised, (e) 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 an interview, (f) no correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing by an means in any form at any stages of the recruitment processes will lead to disqualification, (g) reservations, relaxations and concessions for SC/ST/OBC/PWD candidates are applicable as per Government of India

rules, (h) only SC/ST candidates called for written test/interview will be reimbursed II Class Rail fare, to and fro, by the shortest route, on production of railway tickets. All other candidates shall do so at their own expenses. No TA/DA shall be paid, (i) Persons in employment, called for written test and interview should bring 'No Objection Certificate' from their employer without which they will not be permitted to appear for written test/interview under any condition.

In case of any inadvertent mistake in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The application fee of **Rs.500/- for each post** shall be paid on-line. No other mode of payment shall be accepted. For SC/ST/PWD candidates the fee is not applicable. 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. The candidate should clearly note that the Institute would not be responsible for non-receipt of their application or any delay in receipt thereof on any account.

The SC/ST/PWD candidates called for written test and interview must bring SC/ST/OBC certificate in the format prescribed by the Government of India. OBC candidates called for written test and interview are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed format duly issued on or after 01/01/2013 by the competent authority.

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected. All candidates should have fulfilled the minimum eligibility on the date

The eligible and interested persons may apply on-line in the format available in the University website http://recruitment.tiss.edu/. Applications, except on-line, will be not accepted.

The last date for receipt of application is 19-04-2014.

C.P. Mohan Kumar
Registrar