



**TATA INSTITUTE OF SOCIAL SCIENCES**  
(Govt. of India funded Multi-Campus Deemed University under  
Section 3 of the UGC Act, 1956)  
Off-Campus Guwahati,  
14-A, Bhuban Road, Uzanbazar, Guwahati -781001, Assam

**ADVT. REF. NO.1/2017/TISS - GC**

**POSITION: CAMPUS SAFETY AND SECURITY MANAGER**

TISS Off Campus - Guwahati aspires to be a world class social sciences Institution to create human resources and knowledge contributing to build just and peaceful societies. While the campus is being currently operating from city campus in Uzanbazar, we are ready to move into our campus located in Jalukbari, Guwahati from April 2017. TISS Guwahati campus would like to have a suitable person to take care of the safety and security of the campus in all respects.

Applications are invited to the position of **Campus Safety and Security Manager** purely on contractual basis. The official is required to work at the Institute's off-campus, Guwahati. The engagement is purely on contractual basis for one year initially and may be extendable based upon the performance of the candidate and requirement by the Institute.

**JOB DESCRIPTION**

The person selected through a selection process as decided by the Institute shall be appointed with the designation of **Campus Safety and Security Manager**. The candidate will be reporting to the Deputy Director of the Campus and is responsible for the development, implementation and management of campus security/ safety programs and services, including environmental health and safety, fire safety and emergency management.

The Manager should ensure compliance with all applicable central /state and local laws, rules, and regulations related to campus security/safety, and day-to-day security/ safety functions, initiatives, and programs which are consistent with the Institute's policies, rules and regulations. The manager should lead in emergency and crisis response and have knowledge about correct response to emergency situations. The manager should have proven

ability to create solid ties with the community and surrounding community agencies. The manager should also have the ability to maintain constant liaison with the local law enforcement agencies.

**QUALIFICATIONS:** The applicant must have a Bachelor's Degree from an accredited institution and at least 15 years of responsible leadership experience within the areas of security, public safety, or law enforcement organizations. The candidates possessing BA / B.Sc degree in Safety Management/relevant field or a Post Diploma in Industrial Safety Management will be given preference.

**EXPERIENCE:** Experience of working in higher educational Institutions in the areas of safety /security is desired. The candidate should have supervisory experience and ability to articulate a comprehensive knowledge of the issues, trends, and best practices in campus safety and security. In addition, the manager should demonstrate skill in developing and sustaining collaborative and culturally inclusive relationship. The candidate should have passion for the university environment with an ability to build strong rapport with the students, faculty and staff. The manager should have the capability of setting up of safety committees and act as advisor and catalyst to such committees.

**SALARY:** A consolidated salary of Rs.60, 000/- P.M. (all inclusive)

**AGE:** The candidates should be at least 40 years. In most deserving cases, the Institute shall have the discretion to relax this condition.

**Application fee:** The application fee of Rs. 500/- be paid through a Bank Demand Draft in favour of Tata Institute of Social Sciences payable at Guwahati. The SC/ST/PWD candidates are exempted from the application fee as per laid down norms.

Fees once paid shall not be refunded under any circumstances.

### **Other Conditions**

1. The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University / Institute of Higher Education /Research Institution of repute.
2. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.

3. 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 the Test/Interview.
4. The post is unreserved, but candidates belonging to reserved category can apply.
5. 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.
6. The candidate under employment must bring 'No Objection Certificate' from their employer to appear for the test/ interview.
7. No TA / DA is payable for appearing for the test/ interview.
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).
9. The candidates are requested to apply on a plain paper enclosing therewith their resume and the application fee of Rs. 500/- through a Bank Demand Draft and send the same by speed post to the following address on or before 20<sup>th</sup> March, 2017.

**Address:**

The Deputy Director  
TATA INSTITUTE OF SOCIAL SCIENCES  
Off-Campus Guwahati,  
14-A, Bhuban Road,  
Uzanbazar,  
Guwahati -781001, Assam

10. **Test cum Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the Test/Interview to be conducted at the office of the Deputy Director, Tata Institute of Social Sciences, Off-campus Guwahati, 14-A, Bhuban Road, Uzanbazar, Guwahati -781001, Assam**
11. The selected candidate will have to join within 15 days.

**C.P. Mohan Kumar**  
**Registrar**  
**TISS, Mumbai**

