



TATA INSTITUTE OF SOCIAL SCIENCES

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

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

TISS/ADVT/C SOL/November 2017

Teaching and Non Teaching Positions required Assistant Professors (Two posts) and one Senior Programme Manager for Centre for Social and Organisational Leadership (C SOL)

School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant interdisciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance.

The School invites interested candidates to apply for following positions in **Centre for Social and Organisational Leadership (C SOL)**. The posts will be on contract basis initially for a period of one year which may be extended based on the performance. For the teaching positions, the total monthly remunerations will be as per the UGC norms.

Teaching Position

I. Assistant Professor (Two posts)

Essential Educational Qualification and Work Experience:

Good academic record with a Ph. D. in Management / Psychology / Social Sciences and active engagement in research with strong publications record is desirable.

A Master's Degree with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree (or equivalent) level in Management / Psychology / Social Sciences or an equivalent degree from an accredited foreign university. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the OBC/SC/ST/differently-abled category candidates, and to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September 1991.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities.

Desired Qualification:

- Capacity to supervise Bachelors, Masters and Research Students;
- Proven ability to teach inter-disciplinary courses that are offered at the Institute;
- Proven ability to build research networks locally, regionally and internationally;
- Experience in partnering with industry and other professional bodies for research funding and grants.

Preference will be given to candidates having minimum 3 years of work experience in (i) Organization Development and Change management assignments in organisations and (ii) experience in organising and conducting Management Development Programmes.

Application fee: The application fee of Rs. 1000/- be paid on-line. 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:

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/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 interview.
4. The posts are 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 presentation/ interview.
7. No TA / DA is payable for appearing for the 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 have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/interview or before joining the post, if selected.

The candidates are requested to apply online through the link (Apply now) provided along with this advertisement on Institute website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

Interview: The shortlisted candidates will be communicated by an e-mail and mobile phone to appear for the presentation and interview to be conducted at TISS, Mumbai.

Important Dates:

Last date of Receipt of on line Application: **November 21, 2017.**

Short-listed candidates will be called for interview with in a week.

Selected Candidates are expected to join within 10 days of their selection.

Non Teaching position

I. Senior Programme Manager (one post)

Monthly remuneration: Rs. 60,000

Qualification – Good academic record with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree in social sciences/ Management (or equivalent). The candidate must have minimum 3 years of work experience in the relevant field.

Key Roles and responsibility:

The Senior Programme Manager (SPM) at C-SOL is responsible for effective management of all the activities anchored by Centre for Social and Organizational Leadership (C SOL) in multiple cities including the current centres at Mumbai, Delhi and Bangalore by having an overall view of vision of the centre. S/He is also responsible for Planning, organizing, managing and ensuring the execution of the upcoming plans, projects and aspirations of the Centre; ensuring that substantive work programmes and programmed activities are carried out smoothly in a timely manner;

S/He is the face of the centre and is expected to act responsibly in building and maintaining the brand of the centre through all the activities undertaken.

Coordinating with various teams of the centre to ensure the smooth execution of the planned activities of the teams and being the centre point of communication and trouble-shooter.

Coordination with the marketing and the promotion teams for widening the reach of the activities and the Programmes of the centre.

Reviews effectiveness of outreach strategies and other activities, with a view to enhancing the effectiveness on an ongoing basis;

S/He manages the financial aspects of the centre including budgeting for the activities, programmes and conferences as per the input from the Centre Chairperson and ensures the smooth flow of fund for the uninterrupted execution of the activities of the centre;

Coordination with technical support team for resolving any technical issues arising, thus should manage the functioning of the centre uninterrupted.

The key responsibilities includes managing the flagship Executive programme of the C SOL centre in Mumbai and other cities. This requires Coordination with centre coordinators at other locations, guiding them regularly and connecting time and again by being the centre point of communication and trouble-shooter.

- S/He has to ensure management of smooth running of the Executive Post Graduation Diploma in Organisational Change and Development Programme by co-ordinating with the participants, faculty, staff members and administration including ensuring the smooth delivery of a coherent and enriching curriculum so as to create an enhanced learning environment for the participants and also the facilitators in all locations.
- S/He manages the programme completely, right from the Promotion of the Programme, admission procedures for the upcoming Cohorts/batch till the convocation of the batch; Own the responsibility of the batches in such a manner that s/he is perceptive of the personality, moods and traits of the batches and in consultation with the centre chairperson (CC) takes proactive steps to maintain and enhance engagement and fulfilment of the learners.
- S/He is expected to be present during the sessions happening during the weekends for the executive programme and to ensure the smooth functioning of the classes.

Along with this the position also entails crucial administrative responsibilities that form the core of the activities on which the initiatives of the centre is heavily dependent for success. The overall nature of work can be divided into Four main components: Management, coordination, administrative and logistical where S/he will have to simultaneously manage communication with various stakeholders including corporate and business community, resource Persons engaging with the centre and the participants of the executive programme, faculty and staff of TISS administration.

But it must be stressed that the main priority is for the SPM to continually think of novel, unique and innovative means to ensure increasing quality in service delivery of the overall experience.

Application fee: The application fee of Rs. 500/- be paid on-line. 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:

1. 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.
2. 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; Only shortlisted candidate will call for interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. No TA/DA is payable for appearing in the interview.

5. 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).
6. The candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on Institute's website [**www.tiss.edu**](http://www.tiss.edu).
7. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.
8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/interview or before joining the post, if selected.

Important Dates:

Last date of Receipt of on line Application: **November 21, 2017.**

Short-listed candidates will be called for interview with in a week.

Selected Candidates are expected to join within 10 days of their selection.

Registrar