



TATA INSTITUTE OF SOCIAL SCIENCES
SCHOOL OF SKILL EDUCATION
(V N Purav Marg, Deonar, Mumbai, Maharashtra 400088)

No. TISS/SSE/May/2024/04

27th May 2024

Call for Applications for the Post of 'Project Coordinator' (One Post) on Contract Basis at TISS- School of Skill Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (TISS), established in the year 1936, is a Deemed to be University, funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2022 rank of 60 among Indian Universities in and It has campuses at Mumbai, Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and Under Graduate programmes in Social Science and Skill Education.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Skill Education (SSE)

The approach adopted by TISS-SSE is called the 'Internship Embedded Skill Training Programme'. The Skill Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.

Applications are invited for one post of 'Project Coordinator' to be filled on contract basis for a period of one year initially and extendable based on performance of the employee and requirements of the Institute.

Remunerations: Consolidated Pay Rs. 25,000/- to Rs. 30,000/- per month with annual increments as per Institute's rules

No. of Positions: One Position

Location: Tuljapur

Last date for receiving application: 7th June 2024

3. Essential Qualification, Experience & Required Skills.

- Master's degree in relevant subject/ with working experience of minimum of 3 to 5 years.
- Ability to monitor activities and take corrective action when necessary.
- Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others
- Should be good in excel, power point presentation and Ms Office
- Be able to manage time and projects effectively
- Must have good interpersonal and communication skills

4. Job Description.

- Managing and facilitating the programs offered by TISS, School of Skill Education at TISS Tuljapur campus.
- Coordination with all stake holders in TISS SSE for day to day activities to be completed in a timely manner.
- Handling admissions related queries & mobilization of candidates to enroll for TISS SSE programs as and when required.
- Liaisoning between students and Industry Partners for scheduling / monitoring of Internship and taught sessions of students. Address students & parent's issues and concerns as and when required.
- Data Management & MIS reports as and when required.
- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

5. Application Fees.

Application Fees of Rs. 500/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs.125/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. 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.

6. General Instructions

1. Applicants are advised to submit online applications. Offline applications will not be accepted.
2. The Institute reserves the right in short listing the candidates. Only short-listed candidates will be contacted for an interview through an email.
3. The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

7. Other Conditions.

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) 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.

(e) 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.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(h) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(i) 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 Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

(j) The post is purely Contractual and the Terms of the Contract Position will be for one year, extension will be given after assessing the suitability and performance of the selected candidate, post one-year tenure on the post.

8. Application Process and Interview.

(a) Candidates are requested to apply online through the link (Apply now) provided along with this Advertisement on the Institute website www.tiss.edu.

(b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

(c) The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

(d) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Note: The selected candidate will have to join immediate/within 30 days of issue of Offer Letter by the Institute

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School of Skill Education**