



ADVT/TISS/ADMN/CC/FEBRUARY/2022

21 February, 2022

**REQUIRED PROGRAM MANAGER & FIELDWORK COORDINATOR FOR TATA INSTITUTE OF SOCIAL SCIENCES (TISS)**

**General Information**

1. The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021 rank of 37 among Indian Universities and 70 overall.
2. With campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. programmes).
3. 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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Institute wishes to appoint a **Program Manager & Fieldwork Coordinator** on Contractual basis for TISS, Mumbai Campus.

**Post Advertised with Scale of Pay/Remuneration**

4. Applications are invited for one post of “**Program Manager & Fieldwork Coordinator**” to be filled on Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

**Purpose of the role**

To manage the smooth functioning of academic programs as per the curriculum and academic calendar – specifically planning and managing the class schedule, coordination with faculty and student representatives, and fieldwork placements.

**Responsibilities of Program Manager & Fieldwork Coordinator**

*Course Coordination*

- Preparing the academic calendar for a course based on the institute’s academic calendar

- Scheduling classes and all events related to academic curriculum and students' extracurricular activities
- Coordinating with students, faculty, and the TISS administration to ensure smooth functioning and on-time completion of academic activities during the semester

#### *Academic Administration*

- Coordinating the process of admissions
- Receiving grades from all faculty and ensuring on-time and accurate updating of the ERP system
- Collecting student feedback for courses and other activities
- Maintaining attendance records and taking action as per the institute's guidelines
- Coordinating with the institute's academic section to ensure academic delivery as per standards

#### *Fieldwork Coordination*

- Contacting organizations to ensure fieldwork placement to all students as per the institute's guidelines
- Coordinating with representatives of the fieldwork organization and fieldwork guides for grades, schedules, and any other matters

5. **Monthly Remuneration.** Rs. 50,000/-

#### **Eligibility Conditions For the Post**

6. **Essential Qualification.**

- Master's Degree in Social Sciences or Business Administration or Equivalent
- Proficiency with MS-Office (Work, Excel, & Powerpoint) and comfort with use of technology such as calendars, contact management systems, academic administration system.
- Experience with having worked in academic administration
- High proficiency in oral and written communication
- Good interpersonal skills

7. **Application Fee.** Application Fee for Rs 1000/- to be paid online. Application fee for SC/ST/PwD candidates will be Rs 250/-, if they attach the required Certificate with the online application form. The women applicants are exempted from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

10. **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 short listed, 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 can 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 his 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 is payable for appearing for the interview.

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

11. **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](http://www.tiss.edu).

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

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

12. **Last Date of Filling of Online Applications.**      **21 March 2022**

**Sd/xxxx  
Registrar**