



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)

No. TISS/ADVT/LMRF-SMLS/Feb/2022

09 February 2022

Required Administrative Assistant (One post) on Contract basis for Labour Market Research Facility, School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS), established in the year 1936 is a Deemed to be University, fully funded by the UGC, GoI. TISS is a Grade-I University with NAAC score of 3.89/4 and NIRF: 2020 rank of 34 among Indian Universities and 57 overall.

With campuses at Mumbai (Main) and Off-Campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes and 3 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, also over 30 B.Voc. programmes.

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 Labour Market Research Facility (LMRF) is an Independent Research and Outreach Centre within the School of Management and Labour Studies (SMLS). LMRF is a Think Tank that specializes in areas of big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market and livelihoods.

SMLS have 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 and also LMRF.

LMRF invites interested candidates to apply for the position of 'Administrative Assistant (one post)' to be filled on contract basis for a period of 11 months initially and to be extended based on performance of the candidate and requirement of the institute.

Remuneration. Consolidated salary of Rs 25,000/- to 30,000/- p.m.

Eligibility Criteria:

Educational Qualification.

- Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale at the Master's Degree in any discipline plus five years of experience in administrative work.

OR

- Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale at the Master's Degree in any discipline plus three years of experience in administrative work.

Desirable Qualifications.

- Proficiency in Excel and Ms-Office.
- Knowledge of handling audio video conference using zoom.
- Knowledge of handling Moodle.
- Good documentation skills to prepare reports.
- Decent communication skills in English, both spoken and written communication.

Location. TISS Mumbai Campus.

Key Roles and Responsibilities.

- Management of smooth running of the academic programmes offered by LMRF by coordinating with the participants, faculty, staff and administration.
- Assisting the Programme Manager for coordinating and assisting the programme faculty for delivery of the courses.
- Assisting the programme manager in promotion of the programme and coordination of the admission procedures.
- Coordination with technical support team for resolving any technical issues arising during the admission process, other processes related to the management of the programme.
- He/She will also coordinate with various TISS administrative departments.
- Handling project related work of LMRF.
- Handle audio video conferencing calls specially on Zoom.
- Assisting the programme manager in managing the teaching programme on TISSOL and handling student management system.
- Handling incoming calls and other communications related to queries of the programme.
- Managing filing system and recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Performing general office duties.
- Organizing travel by booking accommodations and reservations needs as required.
- Assisting programme manager in coordinating conferences, seminars and training programmes and events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Creating, maintaining, and entering information into databases.

General Conditions.

- The Institute reserves the rights to not fill up the vacancy advertised.
- 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.
- 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.
- No TA/DA is payable for appearing in the interview.
- 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).

To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied at lmrf@tiss.edu latest by **23rd February 2022, 5.00 PM (IST)**.

Interview. Only the short listed candidates will be communicated by an e-mail or mobile phone to appear for the virtual interview.

The candidates have to bring their original certificates of their educational qualifications and work experience for verification before joining the post, if selected.

The candidate is expected to join the position immediately.

**Sd/-
Registrar**