



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

No. TISS/SVE/September/2021/01

17 September 2021

Call for Applications for the Post of 'Senior Manager- Human Resource & Legal' (One Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (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.

With campuses at Mumbai (Main) and off-campus 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 programs in vocational education (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.

For more details visit our website www.tiss.edu

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the 'Internship Embedded Skill Training Programme'. The Vocational 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.

(a) Applications are invited for one post of '**Senior Manager- Human Resource & Legal**' to be filled on contract basis for a period of two year initially and extendable based on performance of the employee and requirements of the Institute.

(b) **Monthly Remuneration.** Consolidated INR 70,000 per month (Commensurate with educational qualification and work experience).

(c) **Last Date of Filling of Online Applications.** 30th September 2021.

3. Job Description.

•Appointment & Hiring

1. Execution and review the hiring and appointments within the school and as per set guidelines.
2. Ensure employee background and credential checks are conducted.
3. Ensure minimal hiring cost
4. Consult with managers and supervisors on writing and developing job descriptions to meet staffing needs.
5. Conducting Internal Job Postings

-Employee Relations

1. Ensure seamless on boarding and induction
2. Address and resolve employee issues and concerns
3. Engage employees through internal and external training
4. Organise employee engagement activities
5. Oversee and manage separations

-HR Operations

1. Ensure employee data and files are updated on a regular basis
2. Attendance Management
3. Compensation and Payroll Management
4. Performance Management
5. Benefits administration
6. Exit Management including full and final settlements

-Policy, Planning and Process Improvement

1. Develop, plan, process and implement best practices
2. Collaborate and actively participate in University focused group meetings

-Others - HR Audits & Reports

-Legal

1. Providing legal advice and support on a wide range of legal activities.
2. Advising on general business law issues and managing the legal issues of all areas of the School including but not limited to procurement, safety, security, insurance and sustainability issues.
3. Represent the department as required in liaison with various stake holders internal and external
4. To anticipate and manage the (legal) risks connected with or resulting from the business strategy and operations.
5. To secure compliance of business operations with relevant laws and regulations.
6. To pro-actively create and maintain awareness of business employees for (compliance with) relevant laws and regulations.
7. Ability to deliver high-quality work under deadlines.

- ***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.***

4. Essential Qualification & Experience.

- (a) Minimum 2 years Post Graduate in Human Resources and with a Bachelors degree in Law.
- (b) **10+ years** of experience out of which **minimum five years in the Education field**
- (c) Excellent written and verbal communication & MS office skills
- (d) Knowledge of HR process and systems
- (e) Strong legal experience
- (f) Solid knowledge of general education and business law
- (g) Excellent interpersonal skills

5. Application Fees. Application Fees of Rs 1000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 250/-, 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. 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 two year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two year tenure on the post.

7. 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 within 30 days of issue of Offer Letter by the Institute

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School of Vocational Education**