



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

ADVT/ TISS/ADMN/LO-PIO/October/2022

25 October 2022

Required Legal and Public Information Officer for TISS

The Tata Institute of Social Sciences (TISS) was established in the year 1936, is a Deemed to be University (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 03 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.

Applications are invited for one post of “**Legal and Public Information Officer**” to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

JOB DESCRIPTION

To ensure that the best legal action is taken by the Institute, Legal Officer may have to perform the following tasks.

- To provide legal support and represent the University in certain Civil/Criminal litigation/Court Cases/Establishment matters/outsourcing of manpower.
- To perform work related to the RTI matters of the Institute.
- To guide on legal aspects of the staff engagements, project contracts.
- To guide matters pertaining to Internal Complaint Committee (ICC) in university.
- To performing other relevant duties as required.
- Vetting of MoUs and drafting standard agreements.
- To prepare Media Brief /Media Dispatch/Press Release on behalf of the Institute on all matters, as per requirements of the Institute from time to time.

Monthly remuneration: Rs. 60,000/- (Commensurate with educational qualification and work experience)

Qualification & experience:

Essential:

- Bachelor’s Degree in Law from recognised University / Institute with minimum 50% marks.
- Two years experience as an advocate as a Law Officer in Legal Department of Central or State Government or any renowned Legal Firm/organisation.
- Good skills in Microsoft Office.

Preference: The preference may be given to the candidates having Master Degree in Law or Diploma in any specialized fields of Laws. Also well conversant with duties of Public Information Officer for dealing with Print and Electronic Media. The candidates with personal flexibility, high motivation, excellent communication, writing, and good rapport building skills in Hindi and English shall have added advantage.

Application fee: The application fee of Rs 500/- to be paid online. The SC/ST/PWD/Women 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:

- 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.
- 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.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the Test/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).

Application process and interview:

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. The **last date** for submission of online application is **09 November 2022**.
4. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the written test/ interview **to be conducted on 17 November 2022** (9.00 am onwards) at TISS, Mumbai.
5. Candidates fulfilling the Essential Qualification and Experience may book their tickets in advance, if they desire so.

Selected Candidates are expected to join within 15 days of their selection.

Sd/xxx
Officiating Registrar