



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

**Advertisement no. - TISS/ITSMC/JAN2022/7**

Last Date of Receiving Application: 25th Jan, 2022.

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.

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 programmes 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.

Applications are invited for the below post to be appointed on Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

**Applications are invited for the post of:**

**Communication and Data Manager (1 No)**

The Communication and Data Manager is a contractual position and expected to assist the Technical team, faculty and staff of the Institute. Knowledge of academic activities and ability to coordinate task and manage timelines and resources. Willingness to learn and to be mentored in these areas with respect to the specific programme is essential.

**Key Responsibilities:**

- Co-ordinate with technical team, assign work, maintain timeline and delivery

of work output.

- Create timeline and manage the work delivery on time
- Develop reports on Excel and analysis the data.
- Communication with technical team, faculty, staff and external users.
- To manage version control system with the technical team.
- Maintain work flow management and prepare documentation
- Manage website content

**Qualification:**

Applicants must be Graduates/ Post-Graduates

**Experience:**

Applicant must have four to five-years of working experience in educational Institution and must have good analytical and spreadsheet skills. Should have minimum two-year experience in managing with a team.

**Skills and competencies required**

- Ability to meet deadlines and work on range of application and production tasks
- Proficiency in handling spreadsheets and analysis
- Ability to read/write/communicate in English and Hindi
- Good understanding about academic activities of the educational Institution.
- Manage and work with team
- Mentor and guide team member
- Should have good knowledge in CMS.

**Remuneration:**

Consolidated monthly remuneration for the position is 35000 - 40000 month. Offers shall be commensurate with the qualifications and experience. The appointment will be for an initial period of one year and it may be extended further based on the performance and availability of the post.

**How to Apply:**

- 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). There is no application fee for the above post.
- Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- Candidates will be informed over e-mail and/or mobile phone for telephonic and personal interview at TISS, Mumbai.

- The above positions will be filled on contract basis for a period of one year which may be extended and will be recruited based on the availability of the post or provisions.

### **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 will 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 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.
- 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.
- 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.
- The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- 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).
- The post is purely contractual and the term of the Contract Position will be one year, extension, if any, will be given after assessing the suitability and performance of the selected candidate post one-year tenure on the post.