



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

NO. ADVT/TISS MUM/APRIL/2021

08 May 2021

**Call for Applications for the Post of 'Development and Communication Officer',
TISS Mumbai Campus.**

General Information:-

- a) Tata Institute of Social Sciences (**TISS**) established in 1936 is a Deemed to be University under Section 3 of the University Grants Commission (**UGC**) Act 1956 and is fully funded by UGC, under the Ministry of Education (**MoE**), Government of India, is a premier institution for interdisciplinary social sciences education committed to the values of equity and social justice. The Institute has now grown into a multi-campus public university that is today offering over 50 cutting-edge Masters, 3 Bachelors, 16 MPhil, 10 Doctoral and 28 Diploma and executive diploma from its campuses at Mumbai, Tuljapur, Guwahati and Hyderabad and contextually engaging with prominent and topical issues at each of its location.

Post Advertised with Scale of Pay/Remuneration & Last Date for Application:-

- a) Applications are invited for **one post of "Development and Communication Officer"** 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.
- b) **Monthly Remuneration:** Rs 60000 (Consolidated).
- c) **Last Date of Filling of Online Applications: 23 May 2021.**

Job Description:-

- a) The candidate should have strong managerial and communication skills to forge partnerships with relevant institutions and other stake holders, help the institute's efforts in resource mobilization, manage Institute interface with the media create and maintain relevant institute related data bases. The position will be primarily based in Mumbai Campus with the possibility of extending support to other campuses of the institute as and when required. Following will be the primary job responsibilities.
- b) Developing a robust communication strategy with all relevant stakeholders.
- c) Creating informative and engaging content (both written as well as digital) for

dissemination of the Institute's activities to all stakeholders and media including social media.

- d) Contributing to fund raising efforts of the Institute, both retail fund raising (mobilizing individual donors, crowd funding, high net worth individual contributions) and corporate contributions (CSR and Non-CSR based collaborations).
- e) Creating and maintaining a basic data base related to students (placements & alumni).

Essential Qualification:-

The Candidate should have a Master's degree in a relevant discipline/PG Diploma in Communications or Management or in related field/discipline plus minimum of three to five years of experience as a communication/media/development manager in a similar position.

Desired Qualifications / Skill

- a) Good written and verbal communication skills in English and Hindi.
- b) Creating impactful internal and external communication.
- c) Command over computer skills and digital communication.
- d) Capacity to work with interdisciplinary teams.
- e) Ability to pursue a constructive approach and maintain professional relations with organisations.
- f) Initiate and maintain an active network with alumni and other institutions and relevant bodies.

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.

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 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) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- g) No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.
- h) 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:-

- a) Candidates are requested to apply online through the link (Apply Now) provided alongwith 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) 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 through an online platform.

Note: The selected candidate has to join within 15 days of the selection.

**Sd/xxxx
Registrar**