



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

The Tata Institute of Social Sciences (TISS), India's premier social science Institute, seeks highly motivated, creative and competent middle/senior management professionals to provide management support to the Institute's fast expanding teaching, research, training, consultancy and public policy work, on fixed term contract for five years.

(I) Institute level appointments

1 Programme Support Manager (at the level of Assistant Professors: Rs.8000-275-13500)

The Programme Support Manager will provide research assistance to develop proposals, follow up with universities, institutions and agencies, and support the directorate in resource generation and communication;

Person Specification:- As Program Manager, you will have a Masters' degree in Social Work, any discipline in Social Sciences, International Relations with minimum 2 years of teaching/research experience; high proficiency in computer based project / data management; good interpersonal skills and ability to interface with various stakeholders – students, teachers, staff at all levels, media and public.

(II) Office of the Dean, Research and Development

Project Management Cell and Social Survey Cell

As part of the restructuring process, to bring about a strategic convergence of research capacities across the Institute the Office of Dean, Research and Development was created. Appointment of the Dean and the subsequent preparation of an overall research strategy approved by the Academic Council have set the pace for autonomous knowledge generation and benchmarking excellence in research in terms of both outputs and outcomes. The primary role of the Office of the Dean (Research and Development) is to help facilitate strengthening of the Institute's research capabilities, proactively promote basic research and monitor quality of research work done. In order to ensure effective management of research by providing efficient and unfailing administrative support to the faculty, TISS has established a Project Management Cell (PMC) attached to the Office of the Dean (Research and Development).

The PMC is envisaged as a mechanism to support Faculty engaged in research projects and FAPs in the areas of:

- proposal development and submission and resource mobilization;
- financial management and accounts;
- develop and implement a management information system (MIS) for tracking project

- progress, financial position, communication with sponsors and partners, and other key issues to make project management smooth, quick and transparent;
- facilitating financial support to projects in case of delays in release of increments and late start of projects;
 - ironing out other issues such as entitlements of Faculty and staff on project related tour, salary and other entitlements for the project staff, etc.

The primary objective of the PMC is to facilitate the building of an enabling management and administrative environment that can promote more efficient and effective utilization of the Institute's intellectual, technical, field action and research capabilities. Specifically, the PMC will seek to:

- continuously enhance the capacities of both Faculty and staff to plan and administer projects by providing a range of technical and non-technical inputs and support in areas such as budgeting, mile-stone setting and self-monitoring, reporting, financial accounting and management;
- promote greater transparency and accountability in project planning and management within the Institute;
- provide an efficient management system that minimizes the cycle time in decision-making; and
- develop an effective MIS for projects being undertaken by the Institute.

In addition, the PMC will include a Social Survey Cell that will support the undertaking of large-scale surveys funded by government, international organizations and institutions. The Social Survey Cell will be led by a Professor, and will also include two Programme Managers

The Office of the Dean, Research and Development proposes to recruit following positions

2 Project Management Specialist (at the level of Professor: Rs.16400-450-20900-500-22400)

The Project Management Specialist (PMS) will come with significant experience of managing projects in a research institution with a high proficiency in online/computerized networked project and data management systems. The PMS will also possess demonstrated experience in working with and managing complex teams and excellent interpersonal and communication skills and demonstrated ability to interface with various stakeholders including funders, government and non-government.

The PMS will be responsible for creating and operationalising online / computerized networked project and data management systems and get TISS academic community and administration to move to online decision making and real-time monitoring processes.

Person Specification:- As Project Management Specialist, you have to be a reputed researcher with experience in developing and managing large research projects. A Ph.D. in Statistics, Demography, Economics, Management with 10 years experience or Masters degree in Statistics, Demography, Economics with 15 years experience. The PMS will assume responsibility as Head of Project Management Cell with a team of finance and accounts staff.

3 Administrative and Finance Manager (at the level of Deputy Registrar: Rs.12000-420-18300)

The Administrative and Finance Manager will provide overall administrative and financial management support to the Project Management Cell. As Senior Manager you will be responsible for creating an enabling administrative environment to support Faculty in organizing research and consultancy projects, conferences and meetings. You will be responsible to evolve and manage transparent and participatory systems, both manual and automated, of administering research projects and training programs. You will be responsible for providing administrative and management support at each stage of the project life cycle including incubation, contracting, personnel, accounting and financial management, milestones tracking and closure.

Person Specification:- As Administrative and Finance Manager, you will have First class Masters degree in Finance/Commerce and minimum 5 years experience. Possession of knowledge of national laws governing and good practices in project management and administration contracts, finance and personnel related to programs supported by government, international organizations, industries and other agencies will be an asset.

4 Programme Manager – 2 positions (Social Survey Cell): (at the level of Assistant Professor : Rs.8000-275-13500)

The Programme Managers in the Social Survey Cell will support the researchers at the institute to undertake surveys and will also assist in undertaking large scale surveys funded by national and international agencies.

Person Specification:- As Programme Manager, you will have a first class Masters degree in Statistics, Demography, Economics, Psychology, Political Science, Social Anthropology or Social Work with strong knowledge in Research Methodology, and Data Transformation skills. Selected candidates would have received training in and worked with SPSS, SAS.

(III) Office of Dean, Students Affairs

The student strength at TISS has increased from 438 in 2002 to 860 in 2007, and the number is expected to reach 1000 full-time masters and doctoral students by June 2009. This is in addition to several hundred students enrolled for Certificate and Diploma programmes. TISS has created an Office of Dean, Students Affairs headed by a Senior Professor. The Dean's office works with the Students' Union and Counselors, and be responsible for:

1. Addressing student needs / grievances pertaining to hostels, dining hall, library, gymnasium, and other campus facilities;
2. Acting as a nodal point to provide support to student co-curricular and extra-curricular activities at the Institute or inter-School level;
3. Facilitating management of financial aid programmes;
4. Devising programmes and proactively develop student assistance programmes with respect to student with special needs e.g. orientation and assistance to physically challenged students, students with poor language skills, disseminating information and providing orientation to SC/ST students, etc.;
5. Developing guidelines and mechanisms to prevent and respond to issues such as sexual harassment, eve-teasing, ragging;
6. Ensuring the presence and student access to Counselors and work to prevent and respond to psycho-social needs;
7. Responding to other emerging needs and taking other measures as may be necessary

- to ensure student well-being and development of a positive and healthy atmosphere on the campus; and
8. Facilitating effective networking and coordination of TISS Alumni and ensuring development of string linkages between Alumni and the Institute.

The Office of the Dean, Students Affairs proposes to recruit following positions:

- 5 Programme Manager, Students Affairs** (at the level of Assistant Professor : Rs.8000-275-13500)

The Programme Manager will facilitate effective coordination of the various activities relating to students affairs. You will support the students' office to address many of the outside-the-classroom aspects of student life. Among these are student housing within and outside the campus; food service; health, wellness and counseling; activities, organizations and leadership development; recreation and intramurals. The mission of Student Affairs is to provide highest quality services that enhance students' educational experiences and that prepare them to be contributing members of a diverse society.

Person Specification:- The Programme Manager will have a Masters' degree in Social Work, any discipline in Social Sciences, International Relations with minimum 2 years of teaching/research experience; high proficiency in computer based data management; good interpersonal skills and ability to interface with various stakeholders – students, teachers, staff at all levels.

(IV) International Students Office

TISS is establishing linkages with Universities and Institutions in Asia, Europe and North America. TISS is developing a mutually beneficial international academic collaboration with some of the best institutions around the world.

The key areas of international collaboration include:

- a) Collaborative Research
- b) Student (Study Abroad Programme -SAP) and Faculty Exchange Programmes
- c) Joint Degree Programmes
- d) Study in India Programme (SIP)

The key objectives of the International Students Office (ISO) will be to:

- a) Facilitate and enhance the global visibility and profile of TISS.
- b) Develop, coordinate and strengthen international linkages.
- c) Facilitate, assist and help international students in all their academic pursuits.
- d) Progressively increase the scope of the SIP and SAP.
- e) Provide a base to assist International and Indian scholars for career advancement and contribute towards enhancing bilateral relations.

The ISO is working to proactively create and develop strategic international linkages and collaborations with different Universities abroad. The ISO is also coordinating recruitment, enrolment, and facilitation of international students. The ISO assists and facilitates drawing up of MoUs and agreements between TISS and international

institutions as well as developing proposals for collaboration and provide the necessary administrative institutional support to operationalising partnerships and collaborations.

The ISO is headed by a Senior Faculty member and works closely with all Schools and Centres in the institute. The ISO's work is being supported by an International Programmes Advisory Committee that includes the Director and the Deputy Director and Senior Faculty representatives from all Schools. It is chaired by the Chairperson of the ISO.

The Office of the Chairperson, International Students Office proposes to recruit following positions:

6 Programme Manager, International Students Office (at the level of Assistant Professor:Rs.8000-275-13500)

The Programme Manager will provide strategic executive support and develop comprehensive and full-fledged international programmes. You will facilitate admission of International students, administration of visiting Affiliate Students, advising international students on immigration, sources of funding, accommodation, tuition fees, Coordinating other formal student exchanges, management and administration of International Students Office.

Person Specification: The Programme Manager will have a Masters' degree in Social Work, any discipline in Social Sciences, International Relations with minimum 2 years of teaching/research experience; high proficiency in computer based project/data management; good interpersonal skills and ability to interface with various stakeholders – students, teachers, staff at all levels, media and public.

(V) Centre for Lifelong Learning: Distance and Continuing Education Programme

The Centre for Lifelong Learning (CLL) was created to enhance the ability of the Institute to reach out learners located elsewhere in the country as well as to provide opportunity for adult learners to continue education. A number of programmes aimed at the non-profit sector will also be offered through the CLL. We propose to create e-learning capability to offer specific programmes through distance and contact mode. The distance mode will be facilitated through the Internet and video-conferencing capabilities. Some of the key benefits generated through the CLL are:

- Enrich curriculum of programmes in the School of Social Work; and build capacity of teachers and researchers in Social Work and other Social Science disciplines.
- Substantially strengthen programme and administrative capabilities of personnel in non-profit sector. This will be achieved without taking away the personnel from their work as the participants need to attend contact classes in centres closer to their work place.
- These programmes will create substantial resources to the Institute, as more students will be recruited.

The Centre for Lifelong Learning is proposing to offer a few Master's, Diploma and Certificate programmes of various schools and centres through distance learning mode.

The Centre for Lifelong Learning proposes to recruit following positions:

7 Programme Manager, Centre for Lifelong Learning (at the level of Assistant Professor - Rs.8000-275-13500)

The Program Manager will be responsible for the overall management and delivery of training programs (eg. e-learning, workbooks, and workshops).

Person Specification:- The Program Manager will have a Masters' degree in Social Work, any discipline in Social Sciences, International Relations with 2 years of experience in e-learning; high proficiency in computer data management; strong communication and time management skills and ability to interface with various stakeholders – students, teachers, staff at all levels, government, media and public.

GENERAL CONDITIONS :

(i) The Institute reserves the right to: a) relax any of the requirements with reference to qualifications and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, b) the Institute reserves the right to invite persons for interview who may not have applied as per the above procedure; c) not to fill up any of the vacancies advertised; (ii) 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 an interview; (iii) No queries or correspondence regarding eligibility, issue of call letters for interview/selection of candidates for the posts will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post; (iv) Reservation and relaxation in age and work experience for SC/ST/OBC/HANDICAPPED candidates are as per Government of India rules. Persons in employment should apply through their employer, or attach 'No Objection Certificate' without which no applications will be entertained under any condition.

The candidates may apply in the form downloadable at <http://www.tiss.edu>. The prescribed application form, along with the details of qualifications, experience and other requirements prescribed for the post can be obtained from the Assistant Registrar (Personnel), either in person between 10.30 a.m. to 1.00 p.m. and 1.30 p.m. to 2.00 p.m. on working days (Monday to Friday) OR on written request accompanied by a self-addressed stamped (Rs.25/-) envelope (23 x 8 cms), superscribed "Request for **recruitment** application form". Only prescribed application forms issued by the Institute will be accepted. If a candidate desires to apply for more than one post, he/she should make a separate application for each post. The candidate should clearly note that the Institute will not be responsible for non-receipt of their application or any delay in receipt thereof on any account. Applications on plain paper, or without the following enclosures or incomplete applications will not be entertained:

- 1) Supporting documents (degree/diploma certificates and mark-sheets) of qualifications and experience
- 2) Certificate showing the date of birth.
- 3) SC/ST/OBC/HAND certificate.
- 4) No Objection Certificate from the employer.

The completed applications together with copies of certificates and the required enclosures, should reach the Assistant Registrar (Personnel) on or before **20/11/2007**.

Admin./Advt./2007
Date: 26/10/2007

Sandeep Chatterjee
Registrar

TATA INSTITUTE OF SOCIAL SCIENCES

SION-TROMBAY ROAD, DEONAR, MUMBAI 400 088

Telegram : FERNSTALK
CHEMBUR
MUMBAI 400 071

Telephone : 25563290
Fax: 22-25562912

Guidelines for filling up the form by the candidate:

1. All addresses required in the application form should be written in block letters and should give full details including the pin code. Where possible, mention telephone numbers and area code.
2. The application form should be complete in all respects. Incomplete applications will not be considered and no correspondence entertained.
3. Attested copies of mark/grade sheets, certificate from SSC onwards and testimonials should be attached to this application. Originals of such documents must be produced only at the time of interview.
4. Application should be sent through the present employers, if employed, and by registered post. Although, applicants may send an advance copy, if they so desire, the Selection Committee will not consider it unless it is forwarded through the employer, or accompanied by a no objection certificate.
5. If the space against any item is inadequate, applicants are free to furnish the relevant particulars on separate sheets, indicating therein, the item number to which the information relates.

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SION-TROMBAY ROAD, DEONAR, MUMBAI 400 088

APPLICATION FORM

(To be returned to the Assistant Registrar [Personnel], Tata Institute of Social Sciences,
P.B. No. 8313, Deonar, Mumbai 400 088.)

1. Post applied for _____

Attach recent
passport size
photograph

2. Name in full (in block letters) Mr./Mrs./Miss/Ms./Dr./Prof.

(Your first name)

(name of father/spouse)

(last name/family name)

2.1 Short name for communication _____

3.1 Address to which communications should be sent. (Any change of address should be communicated to the Assistant Registrar [Personnel])

Pin code: _____

Phone: (R) _____

E-mail address: _____

(O) _____

3.2 Permanent address, if different from 3.1

Pin code : _____

Phone: (R) _____

4.1 Date of birth _____

4.2 Age (In completed years) _____

5. Sex: Male/Female

6. Place of birth _____
(village/town) (state) (country)

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married/Widowed/Separated/Divorced

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13. Occupation of father/guardian/spouse: _____

14. Address of father/mother/guardian/spouse: _____

15.1 Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

15.2 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

16. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

17. Have you any relative among the staff of this Institute? Yes/No

If yes, please give the following particulars.

(name of relative)

(relationship with candidate)

(his/her designation)

18.1 Particulars of all examinations passed from S.S.C./Matriculation upward to Master's Degree (including NET exam and any in-service training leading to a Diploma).
Attach copies of mark/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/Class	Percentage/Grade	Special subjects or field of specialisation	School/College	University

18.2 Particulars of M.Phil. and doctoral studies.

No.	Degree	Year of registration	Year of award of degree	Area of specialisation	Title of thesis	Name of Guide	Department/College	University

19. Relevant practice/field experience during the programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

20. Employment record

20.1 Present position:

20.1.1 Name and address of employer: _____

20.1.2 Duration of employment : From _____ to _____

20.1.3 Pay scale : Rs. _____

20.1.4 Present basic pay : Rs. _____

20.1.5 Monthly allowances (gross) : Rs. _____

Total : Rs. _____

20.1.6 Next increment due on : Rs. _____

20.1.7 Your current duties (mention the subjects taught by you and attach copy of syllabi, research undertaken, action projects and other activities).

20.1.8 Name and designation of your immediate supervisor.

20.1.9 Reasons for wishing to leave the present job.

20.2 Previous employment (please list all jobs held by you).

No.	Name and address of employer	Nature of duties	Designation	Name and designation of your supervisor	Period of employment		Pay scale and total salary		Reason for leaving
					From	To	Beginning	Final	

20.3 Give a list of activities in all your previous jobs, except the last one, including the subjects taught, research undertaken, students guided for M.A/M.Phil./Ph.D., guidance of field practice of students (nature of settings), field action projects guided and administrative experience.

20.4 Describe the nature of consultancy work undertaken by you, for whom, when and where (Add extra sheet if required).

20.5 Give the details of the teaching materials prepared by you and any specific contribution you are making/have made to the training programmes in which you have been involved, the modifications and changes, if any, contributed by you, the reasons for the same, the syllabi you have developed, and anything else which is pertinent to the academic or field training programmes.

21. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of membership	Positions held	Period	
				From	To

22. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

23. Details of research work done, excluding those undertaken to meet the requirements of the Degree Programmes.

No.	Title of project	Sponsor and cost	Duration		Your position, the projects and nature of contribution
			From	To	

24. Please attach/enclose four sets of the best three written contributions (as defined by her/him). For the posts of Professor and Reader, please note that this is an essential requirement and hence such copies must be forwarded in advance with the application.

24.1 List all published books.

No.	Title of book	Co-authors, if any	Language	Publisher	Year of publication

24.2. List the books under publication.

No.	Title of book	Co-authors, if any	Language	Publisher

24.3 List all published articles/papers (Attach separate sheet, if required).

No.	Title of articles/papers published	Co-authors, if any	Language	Journal	Vol. No. and Date

24.4 List all articles/papers not published and papers read at seminars/conferences (Attach separate sheet, if required).

No.	Title of articles/papers	Co-authors, if any	Language	Date

25. Give details of the field action projects in which you have been involved.

26. List the seminars/workshops/conferences directed by you (target group, purpose, number of days, etc.).

27. List your membership and position (e.g., Convener, Chairperson) in Committees set up in the academic or other institutions in which you were employed.

28. Describe the contributions made by you as a teacher to student life in co-curricular activities.

29.1 Languages known.

No.	Read	Write	Speak

29.2. Mention languages other than English in which you can teach.

30. Explain your reasons for suitability for this post.

31. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as a referee (or produce a testimonial from him/her in regard to his/her fitness for the post) for which he/she is an applicant.

No.	Name	Full address with telephone nos.	Profession	In what capacity he/she is known to the applicant
1.				
2.				
3.				

32. Have you any objection to our making enquiries with your present employer? Yes/No

If yes, why?

33. Include information regarding any residence or travel outside the country.

No.	Country visited	Purpose of visit	Sponsored by	Duration	
				From	To

34. Have you any disabilities which might limit your performance in your prospective field of work?

35. If selected, what notice would you require for joining the post?

36. Any other information you would like to share:

DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.

_____ (place)

_____ (date)

_____ (signature of applicant)

Enclosures (Total no _____)

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe Certificate (only for SC/ST candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.