



**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)

**TISS/NT/ERCP/SMLS/March/2023**

**03 March 2023**

### **Non-Teaching position for (ERCP), School of Management and Labour Studies**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with an NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With Mumbai (Main) campuses and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and 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. It also nurtures research collaborations nationally and internationally, committed to creating a just society through education, generation of knowledge and field action initiatives.

The School of Management and Labour Studies has 5 Centres (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

### **Brief About Employee Relations Certificate programme (ERCP)**

ERCP is a professional development program designed for ER Managers of an Indian conglomerate. It aims to provide participants with the knowledge and skills to manage an organisation's employee and industrial relations matters. Upon successful completion of the programme, participants are expected to be able to undertake activities to achieve healthy and productive industrial and employment relationships; represent the business units in negotiation, interpretation, and administration of collective agreements and conciliation/ mediation procedures; apply tools and methodologies for dealing with issues like engaging in crucial ER conversations, preventing indiscipline and dysfunctional conflicts, dispute resolution, misconduct, grievance handling etc.; and respond to the ER challenges in the present time by proactively becoming a critical thinker, change leader, and innovator.

The Institute invites applications for the post of **Programme Officer** for its ERCP Programme at SMLS to be filled on the contract of one year, initially extendable based on work performance and requirements of the Institute.

**Job Description:**

- Administrative and Academic coordination of the Programme.
- Assist the Faculty in Charge in the preparation of study materials.
- Other responsibilities as periodically required by the Faculty in Charge.
- Coordination with the various administrative sections of the Institute and programme stakeholders.

**Eligibility Criteria**

**Educational Qualifications:** Master's degree in any discipline with 55% of marks or equivalent letter grade and at least two years of work experience coordinating academic programmes/project management/academic research.

**Desirable:**

Master's degree in HRM/Labour Relations/Labour Laws/Psychology.

**Remuneration:**

Consolidated Pay of INR 40,000/- (Rupees Forty Thousand Only) monthly.

**Last Date of Application: 15.03.2023**

**Application Fee:** An application Fee of Rs 500/- is to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. The women applicants are exempted from the payment of the application fee. The application will be valid only on receipt of the application fee for those required to pay. The fee, once paid, shall not be refunded under any circumstances.

**Other Conditions.**

- (a) The Institute reserves the right to refrain from filling the advertised vacancy. The Institute reserves the right to invite persons for interview who may have yet to apply 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 an interview.
- (c) The position is unreserved, but candidates in the reserved category are encouraged to apply.
- (d) No queries or correspondence regarding the issue of a 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) 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).

(i) The post is purely contractual and the term of the Contract Position will be one year, an extension, if any, will be given after assessing the suitability and performance of the selected candidate post-one-year tenure on the post.

**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](http://www.tiss.edu). On or before **15.03.2023**

(b) Candidates must take a print of the acknowledgement of the online application and keep it for future reference.

(c) Only the shortlisted candidates will be communicated by e-mail or mobile phone to appear for the interview.

(d) TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.

**Note: The selected candidate has to join with in 10 days.**

**Sd/-XXXX  
Offg. Registrar**