

	TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI V.N. Purav Marg, Deonar, Mumbai 400 088 (A Deemed University under Section 3 of the UGC Act, 1956)
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**M-Power/Advt./002/2024-25
2024**

28 October

Transforming M Ward Project is looking for self-motivated candidates for the post of ' **Assistant Centre Manager** ' under the project titled ' **M-Power Library and Study Centre (Transforming M Ward), TISS, Mumbai.**

Applications are invited for the post of ' **Assistant Centre Manager** ' under the project titled ' **M-Power Library and Study Centre (Transforming M Ward), TISS, Mumbai.**

Number of position: 1

Location: Mumbai

Period of Engagement: 5 months (November'2024 – March'2025 – extendable)

Qualification and Experience:

- Good academic record with at least 55 % of the marks at graduation level or an equivalent grade (B.Com. candidate preferred)
- Proficiency in MS Word/Excel/Powerpoint.

Remuneration: Rs. 15000/- to Rs.18000/- per month (depending on experience).

Project Leader: Prof. Amita Bhide and Shri. Mahesh Kamble

Type of Contract: Temporary / Project staff

I. About the Project

Transforming M Ward project was conceptualized and executed by key faculty members of Tata Institute of Social Science (TISS). It was initiated as a response to Human Development Report 2009 which flagged few crucial findings on M ward. According to report, M ward is most vulnerable ward of Mumbai city. Team of TISS faculty decided, there is a need to do interventions as well as initiate transformative approach with multiple stakeholder partnership. Purpose of this project is to promote as well as provide educational support to students belonging from vulnerable communities.

In current situation, about 160-180 students visit **M-Power Library and Study Centre** daily. Most of them are preparing for Public Service Exams like UPSC and MPSC. Few are preparing for exams like Railway Recruitments Board Exams, Bank PO Exams, etc. Some are pursuing diploma, graduation (in science, commerce and arts stream) and post-graduation courses. In addition to M- Power Library, this field action project also undertakes activities and interventions in partnership with CBOs, Community leaders and NGO partners.

II. Roles and Responsibilities:

- Assisting and supporting all aspects of the Center Manager's role.
- Assist with statistical reports and data entry.
- Maintain accurate records of library transactions and inventory
- Support student in accessing digital resources and databases.
- Manage administrative activities.
- Help organize and facilitate library events, programs, and workshops.
- Assist in promoting library services and programs.
- Check in and check out library materials.
- Process new library materials and manage returns.
- Handle fees, and membership registrations.
- Assist students with locating materials and using library resources.
- Reviewing library membership statements twice a month.
- Any other tasks assigned by the Center manager.

III. To apply:

Interested candidates may send their resume along with their letter of interest.

Kindly apply with the subject line - 'Application for the position of Library Assistant - M- Power Library' and send it to mpower@tiss.ac.in

Last date of receiving application: 12th **November, 2024.**

Shortlisted candidates will be called for an interview through **phone or email.**

The selected candidate will be expected to **join immediately.**

Other Conditions:

1. The Project reserves the right to relax the qualification of the candidate based on the work experience.
2. The Project reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
3. No queries or correspondence regarding 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.
4. The selected candidates are expected to join immediately. Upon special request, a maximum of days from the date of selection may be granted for deserving candidates.

Prof. Amita Bhide and Shri Mahesh Kamble
Project Head, M-Power Library and Study Centre (Transforming M Ward Project)