



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

No. TISS/SVE/November/2022/02

11 Nov 2022

Call for Applications for the Post of ‘Program Manager- Admission & Academic Scheduling’ (One Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (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 is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) 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, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the ‘Internship Embedded Skill Training Programme’. The Vocational Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this ‘Earn While You Learn Model’ is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.

Applications are invited for one post of **‘Program Manager- Admission & Academic Scheduling’** to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute.

Remuneration: Consolidated Pay **Rs. 50,000 per month** with annual increments as per Institute’s rules

No. of Positions: One Position

Last Date of Filling of Online Applications: 30 November 2022

3. Job Description.

- ✓ Manage and Monitor the entire admission process of School of Vocational Education.
- ✓ Work in collaboration with Marketing team, Content team, Operations team and IT team for any and all activities related to admissions process.
- ✓ Ensure the Admissions related communication is update on TISS and SVE website.
- ✓ All the courses and related information is updated and is accurate on the website for the admissions.
- ✓ Manage the admissions team who are engaged in checking and verifying the applications received through application portal.
- ✓ Monitor and ensure that the applications assigned to admissions team is getting processed within 48hours TAT.
- ✓ Address the queries of students related to admission process and counsel them.
- ✓ Work on the leads generated through various marketing campaign and convert those leads to admissions.
- ✓ Prepare Daily/Weekly/Monthly admissions report.
- ✓ Ensure transfer of students from admission portal to ERP is completed in time.
- ✓ Organize/ Participate in various education fair.
- ✓ Co-ordination with Operations team for the requirement of the number of sessions
- ✓ Identifying and Aligning the Faculties to the semester wise subject.
- ✓ Checking the available days as per the Academic Calendar
- ✓ Checking the availability of the students & faculties in a time slot
- ✓ Calculating the hours required for a session
- ✓ Preparing the schedule for the batches/groups
- ✓ Sending the schedule to all the stakeholders
- ✓ Maintaining a Report of completed and backlog sessions
- ✓ Scheduling of sessions for Campus Immersion

4. Essential Experience, Qualification and Desired Skills set.

- ✓ Post Graduate Degree in relevant field
- ✓ Minimum 7 years of experience in the field of Academics
- ✓ Efficient in data management skills /maintaining MIS
- ✓ Practical knowledge of working in Ms Office (Excel, Power-point and Word)
- ✓ Ability to structure, design and execute processes
- ✓ Must have good interpersonal skills and coordination skills
- ✓ Excellent written and verbal communication

5. Application Fees.

Application Fees of Rs 1000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 250/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application

Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

6. 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 shortlisted, 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) 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) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(i) 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 Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

(j) The post is purely Contractual and the Terms of the Contract Position will be for two years, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two-year tenure on the post.

7. 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**.

(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.

Note: The selected candidate will have to join within 15 days of issue of Offer Letter by the Institute

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School of Vocational Education**