



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/January/2023/02

23 January 2023

Call for Applications for the Post of ‘Manager- Examination & Certification (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 52 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 in India with a focus on job-specific skills. The aim 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 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 ‘**Manager- Examination & Certification**’ 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. 8 February 2023

3. Job Description.

- Responsible for overall activities of the Examination & Certification section
- Coordination with departments in the School regarding Examination & Certification activities
- Prepare, announce and approve in advance dates for semester and supplementary examinations.
- Arrange for setting, printing and distribution of question papers.
- Arrange to distribute answer booklets and allied services to examination centre's.
- Timely publication of results, printing and distribution of grade cards.
- Knowledge of computer and use of ICT in improving examination system.
- Knowledge of ERP and automation of Examination & Certification section.
- Review and improvement in examinations system for theory and practical.
- Preparation of annual reports, arrangements for annual convocation.
- Take necessary and appropriate decision in emergency.
- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

4. Essential Qualification and Experience.

- Postgraduate degree (with at least 55% marks (or an equivalent grade on a point scale, wherever the grading system is followed)
- Should have minimum 9 to 10 years of experience preferably in Higher Education field with Examination & Certification work.

5. Desirable Skills

- Proven ability to work in a team.
- Respond to timely deliverables
- Crisis handling & problem solving
- Excellent written and verbal communication skills
- Excellent MS Office Skills

6. 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.

7. 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 year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two year tenure on the post.

(k) The institute may offer a higher/lower post to candidate, in case the Selection Committee recommend so.

8. 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**