



TISS/ADVT1/LMRF/Feb/2023

22 February 2023

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

[The Tata Institute of Social Sciences \(www.tiss.edu\)](http://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.

The School of Management and Labour Studies has 5 Centres in (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 Labour Market Research Facility

Labour Market Research Facility is an independent research and outreach centre within the School of Management and Labour Studies in TISS. LMRF is a think tank centre that specializes in areas of sustainability, circularity, big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. The LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market, and livelihoods. Along with the research, consultancy, policy contributions LMRF anchors academic programs viz.,

1. Executive Post Graduate Diploma in Analytics
2. MA/MSc in Analytics
3. BS in Analytics and Sustainable Studies
4. Faculty Development Programs

The LMRF invites interested candidates to apply for the position of Office Assistant to be filled on contract for a **period of 06 months** initially and to be extended based on the candidate's performance and the institute's requirements.

Monthly Remuneration: Rs. 18000 to Rs 20000 per month

Qualification – HSC in any discipline with a minimum of two years of experience work as a Helper in mid-sized to large organisations.

Desirable

- Experience in class room arrangement for academic programs and administrative activities in reputed academic institutions
- Knowledge of handling Computer, Projectors and Multimedia systems
- Working communication skills in English, both spoken and written.
- Flexible for working on weekends.

Location: Based in Mumbai TISS campus.

Key Roles and Responsibilities

- Assisting the Programme Manager/ Academic co-ordinator for coordinating and assisting the programme faculty for delivery of the courses.
- Coordination with technical support team for resolving any technical issues arising during the classes and other processes related to the management of the programme.
- He/She will also co-ordinate with various TISS administrative departments.
- Assisting LMRF team in coordinating conferences, seminars and training programmes and events as necessary.
- The working days will be Monday to Saturday.
- The candidate should be flexible about moving to the Tuljapur campus and Guwahati Campus.

Last Date of Application: 03.03.2023

Other Conditions.

(a) The Institute reserves the right not to 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 short-listed, 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 the 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) 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) 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).

Application Process and Interview:

- (a) Candidates are requested to send their applications/resume along with proof of educational qualification and experience by post/courier to Ms Devyani, P&A Section, TISS, V N Purav Marg, Devnar, Mumbai 40008 on or before **03.03.2023**
- (b) Only the shortlisted candidates will be communicated by e-mail or mobile phone to appear for the interview.

Note: The selected candidate has to join within 10 days of selection

Officiating Registrar