



## **TATA INSTITUTE OF SOCIAL SCIENCES**

**V.N. Purav Marg, Deonar, Mumbai 400 088**

(A Deemed University under Section 3 of the UGC Act, 1956)

**TISS/ADVT2/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 like -

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

## **Position: Finance and Academic Program Coordinator**

### **Job Description:**

We are looking forward to a candidate -

Experienced in managing academic/research programs with a specific focus on scheduling, systematic documentation, monitoring workflow and progress

Experience in accounting and financial management of the centre concerning academic programs and research projects.

Ability to understand and work with the administrative technicalities of the institute and collaborating organisations especially regarding projects.

Advanced operational knowledge of technical documentation processes and templates.

Expertise in coordinating virtual/ hybrid learning process and operational aspects of virtual learning platforms.

### **Eligibility Criteria**

**Educational Qualifications:** Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in any discipline plus three years of work experience in handling academic/accounting matters in educational institution.

OR

Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Bachelor's Degree in any discipline plus six years of work experience in handling academic/accounting matters in educational institution.

### **Remuneration:**

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

### **Last Date of Application: 03.03.2023**

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

### **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 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 **03.03.2023**

(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.**

**Offig. Registrar**