



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/September/2023/01

09 Sep 2023

Call for Walk-In Interview for the Post of 'Executive- Examination & Certification' (Three 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 RankCategory 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 34 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 & Date for Walk-In Interview.

- (a) Candidates are invited for one post of 'Executive' 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.
- (b) **Monthly Remuneration. INR 22,000/- per month (Consolidated) with annual increments as per Institute's Rules.**
- (c) **Date of Walk-In Interview- 26th September, 2023, Tuesday**
- (d) **Location. Mumbai** (Candidate should be ready to relocate)
- (e) **No. of Position: 03 Positions**
- (f) **Venue.** Tata Institute of Social Sciences - School of Vocational Education, Kaushal Kendra, New Campus, Farm Road, Deonar, Mumbai.
- (g) **Timing.** 2:00 p.m to 2:30 p.m

3. Job Description.

- a) We are looking for Executive who will assist the team in handling all the activities related to the Examination & Certification.
- b) Coordinating with Examiners, Invigilators & Service Providers throughout the examination process
- c) Coordinate while conducting Examinations as per the academic schedule of the course
- d) Assisting in preparing the results and certificates
- e) Maintain and update various data on ERP
- f) Maintaining various MIS/ Data Management
- g) Document Management (Scanning, Barcoding, Organizing, Dispatching, Tracking)
- h) Carry out other related duties from time to time, as required.
- i) To handle payments and invoice related to examination & certification

4. Essential Experience & Qualification.

- (a) Minimum 02 years of experience in relevant field
- (b) Minimum Graduate in relevant field
- (c) Excellent written and verbal communication
- (d) Creative & Innovative
- (e) Excellent MS Word & Excel skills with knowledge of formulae
- (f) Ability to multi task

5. Selection Process and Interview.

- a.) The desirous candidates having requisite qualifications and fulfilling other eligibility may appear for the walk- in interview along with the updated resume, original educational certificates & mark sheet, address proof and self-attested photocopy of the same.
- b.) Selected Candidates will be communicated within 48 Hrs. through e-mail or mobile phone.
- c.) No TA/DA will be paid for appearing for the interview.

Note: The selected candidate is expected to join within 07 to 10 Days.

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School of Vocational Education