



TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF VOCATIONAL EDUCATION

(V N Purav Marg, Deonar, Mumbai, Maharashtra 400088)

No. TISS/SVE/September/2022/01

28 September 2022

Call for Applications for the Post of 'Assistant Programme Head' (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 NIRF 2022 rank of 60 among Indian Universities and 99 overall.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 51 Post Graduate programmes, 16 Doctoral programmes, 4 Under Graduate programmes in social science disciplines, and over 34 Under Graduate programs in vocational education (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 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 'Assistant Programme Head' to be filled on contract basis for a period of three years initially and extendable, based on performance of the employee and requirements of the Institute.

Remunerations: Rs. 100,000/- (consolidated) per month with annual increments as per Institute's rules.

No. of Positions: One Position

Last date for receiving application: 15th November 2022

Nature of Position: Contractual, initially for three years and likely to be extended based on performance of candidate and requirement of the Institute. Initial six months will be performance test period.

Reporting: To the Dean - School of Vocational Education

3. Experience, Qualification & Skills:

Essential Experience, Qualification:

- ✓ **Master Degree with 55% marks plus**
- ✓ **07 years** business administration & marketing expertise/expertise in the skills and vocational education sector/ industry experience/ relevant allied discipline

Desirable Qualification/Skills:

- ✓ Comprehensive applied knowledge and expertise in different focus areas applicable to the specified role.
- ✓ Proven ability to lead and work with a large and diverse work team.
- ✓ Excellent written & oral communication skills
- ✓ Capacity to understand and visualize the changing landscape of vocational education and provide leadership to create related content/curriculum.

4. Job Description.

- a) Plan and oversee strategic, operational, and administrative programs, projects, and/or services offered from School of Vocational Education (SVE)
- b) Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes when required.
- c) Implement and evaluate the operating procedures in executing the Vocational Education Programme.
- d) Design, coordinate, and implement operating policies and procedures of the School of Vocational Education.
- e) Manage and/or provide day-to-day leadership to technical, professional, and/or administrative personnel engaged in the SVE, as appropriate to the position.
- f) Coordinate admission and placement process
- g) Interact with industry partner and skill knowledge provider

5. Application Fees.

Application Fees of Rs. 1,000/- 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 year, extension 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) The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

(d) 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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