TATA INSTITUTE OF SOCIAL SCIENCES  
V.N. Purav Marg, Deonar, Mumbai 400 088  
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO. TISS/PROG.MGR.(SLR&CG)/JULY/2013

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university wholly funded by the University Grants Commission, Government of India. TISS offers 39 Master’s Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2013-2015 batch. In pursuance of the TISS mission of creating a people-centred and just society that promotes equality justice and human rights for all, the School of Law, Rights and Constitutional Governance was set up.

Applications are invited for one post of Programme Manager for the School of Law, Rights and Constitutional Governance on tenure for 2 years. The Pay Band is Rs. 15600-39100 with Grade Pay Rs.5400.

The candidate must posses a Masters Degree or equivalent post-graduate qualification in Social Work/Social Sciences with 3 to 5 years experience; high proficiency in computer based data management, good interpersonal skills and ability to interface with stakeholders-students, teachers and staff at all levels. Age not exceeding 40 years. However there shall be no age limit for internal candidates.

The Programme Manager will be responsible for overall administration and coordination of LLM Access to Justice Programme Office. The duties involve preparing the time table, organizing classes, field programs, to facilitate various meetings such as Faculty, Visiting faculty, Review, internships, Field Attachment meetings and to arrange for Guest/Public lectures in coordination with other departments and sections of the Institute. To coordinate with students and faculty about their assignments and internships and field based programs, To coordinate with the Academic Section relating to Examinations, results, convocation, etc. And with Accounts Section on matters related to financial assistance to students, faculty honorarium, travel reimbursement, project audit and accounting. To report to the Chairperson about the status of various ongoing activities from time to time.

GENERAL CONDITIONS:-

The Institute reserves the right to: (a) relax any of the requirements with reference to experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) not to fill up the vacancy advertised; (d) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for an interview; (e) no correspondence or telephonic/electronic query will be entertained from
candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing in any form and at any stage of the recruitment processes will lead to disqualification; (f) the post is unreserved, but candidates belonging to reserved category can apply (g) Reservations, relaxations and concessions for SC/ST/OBC/PWD candidates shall be applicable as per Government of India rules; (h) SC/ST/OBC/PWD candidates called for interview will be reimbursed to and fro II Sleeper class fare by the shortest route, on production of railway tickets. Persons in employment, called for written test and interview should bring ‘No Objection Certificate’ from their employer without which they will not be permitted to appear for interview under any circumstances.

The Demand Draft (Account Payee Only) of Rs. 300/- for each post should be drawn in favour of Tata Institute of Social Sciences, Mumbai. No Postal Orders will be accepted. For SC/ST/OBC/PWD candidates the fee is not applicable. The application will be valid only on receipt of the Demand draft for those who are required to pay.

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).

The SC/ST/PWD candidates called for interview must necessarily bring SC/ST/OBC certificate in the format prescribed by the Government of India. OBC candidates called for interview are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2013 by the competent authority.

Candidates have to apply online at recruitment.tiss.edu. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.

The last date for receipt of application is 22-08-2013.

Registrar