



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/AUG/2016

ANNOUNCEMENT

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents.

The TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

TISS has vacancies for Indian nationals in the following Schools, Centres and Campuses:

A. Academic Positions:

NAME OF POST	ST	GEN	TOTAL
Swami Vivekananda Chair Professor	0	1	1
Professor (All Schools & Centres & Campuses)	1	0	1
Associate Professor (All Schools & Centres & Campuses)	2	1	3
TOTAL	3	2	5

B. Non-Academic Positions:

- Mumbai Campus (MC)
- Tuljapur Campus (TC)

NAME OF POST	Campus	SC	ST	OBC	GEN	TOTAL
Manager (Legal) – on tenure of 2 years	MC	0	0	0	1	1
Assistant Librarian	MC	0	0	0	1	1
System Analyst cum Programmer	MC	0	1	0	0	1
Psychiatric Social Worker	MC	0	0	0	1	1
Social Worker	TC	0	1	0	0	1

NAME OF POST	Campus	SC	ST	OBC	GEN	TOTAL
Stenographer Grade II	MC	0	2	2	0	4
Stenographer Grade III	MC	1	0	3	0	4
Upper Division Clerk (Fin. & A/cs.)	MC	0	0	0	1	1
Telephone Operator	MC	1	0	0	0	1
TOTAL		2	4	5	4	15

I. Swami Vivekananda Chair Professor

The University Grants Commission has sanctioned the Swami Vivekananda Chair Professor in the Centre for Social Theory, School of Development Studies. In continuation of Swami Vivekananda's philosophical and practical contributions, the Chair shall focus on the following broad representative areas through research, teaching, training and dissemination independently across scholars and institutions from all over India, as well as through participation in the programmes and activities of the Centre in particular and TISS in general:

- comparative philosophy and religion
- mythology religion and science
- metaphysics, performativity and multiplicity
- diversity and civic life
- social cosmology, ritual order and social transformation

An academic/scholar of outstanding track record in the designated areas of studies in the scale of pay of Professor's scale in case of working Professor is selected to Chair and Rs.1 lakh (consolidated) for a retired person. Period of appointment will be 5 years (can be extended for another two years subject to a maximum of 7 years, not exceeding 70 years of age). The age limit is between 55 to 70 years.

II. PROFESSOR (1 post for ST Category), in the Pay Band of Rs. 37,400 - 67,000 with Academic Grade Pay of Rs. 10,000:

ESSENTIAL QUALIFICATION AND EXPERIENCE:

Master's and Ph.D. in Law, Political Sciences, Anthropology, Economics and other Social Sciences.

A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

A minimum score of 400 points as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010 in Appendix III.

III. ASSOCIATE PROFESSOR (2 posts for ST Category and 1 post for GENERAL) in the Pay Band of Rs. 37,400 - 67,000 with Academic Grade Pay of Rs. 9,000, in any of the Schools & Centres & Campuses:

ESSENTIAL QUALIFICATION AND EXPERIENCE:

Good academic record with a Ph.D. in Anthropology, Architecture and Planning, Economics, Education, Engineering, History, Law, Management, Psychology, Sociology, Social Work, and inter-disciplinary areas of social, health, management, development, habitat, disaster and climate sciences and active engagement in research with strong publications record.

A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with consistent engagement in basic and applied research with strong publications record.

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

A minimum score of 300 points as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010 in Appendix III.

IV. Manager (Legal) (1 post for GENERAL Category) on tenure of 2 years in Registrar's Office on contractual payment of Rs. 60,000/- to Rs.70,000/- per month depending upon the qualifications. Age: Not exceeding 40 years.

The candidate shall report to the Registrar and would be responsible for advise on legal issues, preparation of legal documents, its scrutiny and vetting and would be responsible to safeguard the interest of the Institute and also undertake any other assignments given to him/her from time to time .

Essential Qualification/Experience:

- i) Bachelor's degree in Law with 60% marks.
- ii) Knowledge of use of personal computers and applications.
- iii) 5 years experience as an Advocate or as a Law Officer in the Legal Department of Central/State Government/any large organization and/or legal associate / legal consultant in an Advocate's or Solicitor's office

Desirable qualifications:

Masters degree in Law or any diploma in specialized fields of law.

Experience in legal affairs, litigation, arbitration and conciliation, drafting and vetting of various agreements/ legal documents

Note: In case of practising advocates (i) copy of the Bar Council Registration Certificate and (ii) a copy of certificate from Bar Association of which the candidate is a member should be submitted.

V. Assistant Librarian (1 Post for GENERAL) – Pay Band Rs.15600-39100, Academic Grade Pay Rs.6000.

Essential Qualification/Experience:

- i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library/Digital Library Management.
- ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- iv) Preference will be given to candidates with PG Diploma in Digital Library or PG Diploma in Library Automation & Networking.

VI. System-Analyst-cum-Programmer - Computer Centre (1 post for ST Category) in the Pay Band Rs. 15,600 - 39,100 with Grade Pay Rs. 5,400.

Essential Qualification/Experience: (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale in Computer Science/Computer Applications/Statistics/Mathematics (with Statistics)/Operations Research/Physics or Economics (with Statistics)/Commerce (with Statistics) of a recognized university or its equivalent, A relaxation of 5% will be provided from 55% to 50% of the marks at the post-graduate degree for the SC/ST/PWD category candidates. (ii) Should have 5 years experience of electronic data processing work, out of which at least two years experience should be in actual programming on computer and also in handling Social Science research data analysis.

Desirable: (i) Doctorate degree in any of the subjects mentioned in 'Essential Qualification'. (ii) Formal training in computer programming/system design/analysis; (iii) Knowledge of one or more programming languages (to be indicated).

VII. Psychiatric Social Worker (1 Post for OPEN Category) in the Pay Band Rs. 9,300 - 34,800 with Grade Pay Rs. 4,200. Age not exceeding 32 years.

Essential Qualification: A Master's Degree in Social Work with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed (preferably with specialization in Medical and Psychiatric Social work) with 3 years experience of working with children and adolescents in the field of mental health. Ability to work in community with different stakeholders, supervise TISS students of social work, write project proposals, engage in research and write reports. Strong in community assessment and development skills, written and oral communication skills. Should have proficiency in English, Hindi, and Marathi languages.

VIII. Social Worker (1 post for ST Category) in the Pay Band Rs. 9,300 - 34,800 with Grade Pay Rs. 4,600 at TISS Tuljapur Campus. Age not exceeding 35 years.

Essential Qualification/Experience: Master's Degree in Social Work with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with 5 years experience in the relevant field. Should have strong leadership qualities and administrative skills, written and oral communication skills, write project proposals, engage in research and write report and should have proficiency in English, Hindi, and Marathi languages. A relaxation of 5% will be provided from 55% to 50% of the marks for the ST/PWD category candidates.

IX. Stenographer Grade-II (2 posts for ST & 2 posts OBC Category) in the Pay Band Rs.9300-34800 with Grade Pay Rs.4200/-. Age not exceeding 32 years.

Essential Qualification/Experience: A Bachelor's degree with 100 w.p.m. in English shorthand and 40 w.p.m. in English typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution with minimum of 2 years experience as Stenographer.

X. Stenographer Grade-III (1 post for SC & 3 posts for OBC Category) in the Pay Band Rs.5200-20200 with Grade Pay Rs.2400/-. Age not exceeding 32 years.

Essential Qualification/Experience: A Bachelor's degree with 80 w.p.m. in English shorthand and 30 w.p.m. in English typewriting speed, with MSC-IT or equivalent computer course from recognized Government Institution.

XI. UDC (Finance & Accounts, (1 Post for GENERAL), Pay Band Rs.5200-20200 + Grade Pay Rs.2400/-. Age not exceeding 32 years.

Essential Qualification/Experience: Minimum B.Com. with MSC-IT or equivalent computer course from recognized Government Institution and Tally.

XII. Telephone Operator (1 post for SC Category) in the Pay Band Rs.5200-20200 with Grade Pay Rs.1900/-. Age not exceeding 32 years.

Essential Qualification/Experience: H.S.C (12th) pass with certificate course in telephone operating and experience on Electronic PABX system. Ability to speak and write in English is essential. Should have knowledge of typing in English.

GENERAL CONDITIONS:

The Institute reserves the right to: (a) relax any of the requirements with reference to age and 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) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised; (e) 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 written test, making presentation and interview, wherever applicable; (f) no correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of written test/presentation/interview and reasons for not being called for written test, presentation and interview. Canvassing in any form and at any stage of the recruitment processes will lead to disqualification; (g) **Reservations, relaxations and concessions for SC/ST/OBC/PWD candidates shall be applicable as per Government of India rules;** (h) Outstation candidates called for interview will be reimbursed to and fro III A.C. Rail fare by the shortest route on Ordinary trains, on production of railway tickets. Faculty are required to teach in TISS programs in Mumbai, Tuljapur, Hyderabad and Guwahati, and employees are liable to be transferred to any of these locations. Persons in employment, called for written test, making presentation and interview, should bring 'No Objection Certificate' from their present employer without which they will not be permitted for appearing in written test, making presentation and to appear in the interview under any circumstances.

The candidate can apply for posts at **Sl. No. VII to XII** only if he/she is registered with the Directorate of Skill Development, Employment and Entrepreneurship of State Governments and

the registration should be valid on the date of application. Please mention your Current/ Renewed Registration Number on your application.

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 application fees of **Rs.1000/- for each post** should be paid online only. No other modes of payment will be accepted. For SC/ST/PWD candidates the fee is not applicable for which they should upload the prescribed reservation certificate. The application will be valid only on receipt of the fees. The candidate should clearly note that the Institute will consider only online applications.

The SC/ST/OBC/PWD candidates called for written test, making presentation and to appear for interview must necessarily bring SC/ST/OBC/PWD certificate in the format prescribed by the Government of India. OBC candidates called for making presentation and to appear 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 01/01/2016 by the competent authority.

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.

The eligible and interested persons may apply on-line in the format available in the University website www.tiss.edu.

The last date for receipt of application is 30/09/2016.

C. P. Mohan Kumar
Registrar