



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

NO. ADVT/TISS MUM/TET/April/2023

10 April 2023

**Call for Applications for the Post of 'Co-ordinator - Media and Communication',
TISS Mumbai Campus.**

General Information:-

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 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.

Post Advertised with Scale of Pay/Remuneration & Last Date for Application:-

- a) Applications are invited for **one post of "Co-ordinator - Media and Communication"** to be filled on Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.
- b) **Monthly Remuneration: Rs 60000 (Consolidated).**
- c) **Last Date of Filling of Online Applications: 28 April 2023**
- d) **Job Location: Mumbai Campus**
- e) **Period of engagement: One year; extendable by another year**

Job Description & Responsibilities:-

The candidate should have strong managerial and communication skills to promote Institute's brand and achievements; forge partnerships with relevant institutions and other stake holders including the industry, government and academic bodies; manage Institute's interface with relevant media and other partners, and create and maintain

Institute data bases on alumni and key external stakeholders.

The main responsibilities include:

- a) Developing a robust media communication strategy for the Institute to communicate with all relevant stakeholders including media houses, industry, academic bodies, alumni and govt. bodies.
- b) Creating informative press releases, video clips, and other brand building materials
- c) Creating informative and engaging content (both written as well as digital) for advancing Institute's brand image through timely dissemination of the Institute's news, activities, events, research, publications and achievements, to all stakeholders and media including social media.
- d) Contributing to fund raising efforts of the Institute, both retail fund raising (mobilizing individual donors, crowd funding, high net worth individual contributions) and corporate contributions (CSR and Non-CSR based collaborations).
- e) Supporting the Office of Alumni Affairs in developing robust alumni engagement plan and execute the same.
- f) Creating and maintaining a basic data base related to students (placements & alumni).

Other responsibilities may include

- g) Contributing to print and online advertising, website development etc

The appointed person shall report to Dean, Academic Affairs

Essential Qualification & Experience:

The Candidate should have a Master's degree in English or Journalism or Media Communication or Public Relations; or a PG Diploma in Communications or Management or in related field/discipline as listed above, plus minimum of three to five years of experience as a communication/media/ development manager in a similar position.

Essential Skills:

- a) Strong written and verbal communication skills in English and Hindi.
- b) Ability to create impactful communication material with good skills in designing content including for social media.
- c) Strong knowledge of relevant computer software programs and strong digital communication skills including adobe suite.
- d) Capacity to work with interdisciplinary teams.
- e) Ability to pursue a constructive approach and maintain professional relations with organisations.
- f) Initiate and maintain an active network with alumni and other institutions and relevant bodies.

Application Fee

Application Fee of Rs 1000/- to be paid online ONLY. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they attach the required Certificate with the

online application form. Women applicants are exempted from payment of application fee. The application will be valid only if received ONLINE and on receipt of application fee, as applicable. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

- a) The Institute reserves the right to not fill up the vacancy advertised without giving any reason. The Institute reserves the right to invite persons for interview, who may not have applied for the position 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) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- g) No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.
- 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).

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) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai or through an online platform.

Note: The selected candidate will be expected to join within 15 days of the selection.

Sd/xxxx
Officiating Registrar