



TATA INSTITUTE OF SOCIAL SCIENCES (Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)

Off-Campus Hyderabad, K.B. Sainik School Premises,
Brahmannapalli Road, Abdullapurmet Mandal, Ranga Reddy
District, Hyderabad-501510

ADVT/TISS/ADMIN/DCO/HYD/November/2022

19 November, 2022

Call for Applications for ‘Development and Communication- Officer’, TISS Hyderabad Campus

1. General Information

- a) 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 3.94/4 and NIRF 2020 rank of 34 among Indian Universities and 57 overall.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 3 Under Graduate programmes in a range of socially relevant interdisciplinary 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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

- b) Aligned with the overall vision of the Institute, the TISS off-campus at Hyderabad, set up in 2011 produces socially aware human service professionals and creates socially relevant knowledge and action programmes. Its multi-pronged approach involves teaching, research, engagement with the State and wide-ranging advocacy and action work with various groups. Currently, TISS Hyderabad offers, six graduate and three research programmes (PhDs).

2. Post Advertised with Scale of Pay/Remuneration & Last Date for Application

- a) Applications are invited for **one post of “Development and Communication Officer”** to be filled on Contractual basis for a period of one year initially and extendable based on the performance of the candidate and requirement of the Institute.
- b) **Monthly Remuneration:** Rs 62000 (Consolidated).
- c) **Last Date of Filling of Online Applications: 30 November 2022**

3. Job Description

The candidate should have strong managerial and communication skills to facilitate placements of students, forge partnerships with relevant institutions, help the institute's efforts in resource mobilisation, create and maintain relevant students related data bases, and manage Institute interface with the media. The position will be primarily based in Hyderabad Off-Campus with the possibility of extending support to other campuses of the institute as and when required.

Following will be the primary job responsibilities

- a) Mapping and dynamically updating all possible and potential employers relevant to the profiles of the students of the Institute.
- b) Developing and sustaining institutional relationships with current and prospective employers; persuading, inviting and coordinating their visits for campus interviews/ placements.
- c) Developing a robust communication strategy with all relevant stakeholders
- d) Creating informative and engaging content (both written as well as digital) for dissemination of the Institute's activities to all stakeholders and media including social media.
- e) Creating and maintaining a basic data base related to students (placements & alumni)
- f) Contributing to fundraising efforts of the Institute, both retail fundraising (mobilising individual donors, crowd funding, high networth individual contributions) and corporate contributions (CSR and Non-CSR based collaborations)

4. Essential Qualification

The candidate should have a Master's degree/PG Diploma in Communications or Management or in related field/discipline plus minimum of three years of administrative experience in a similar position.

5. Desired Qualifications / Skill

- a) Good written and verbal communication skills in English and Hindi
- b) Creating impactful internal and external communication
- c) Command over computer skills and digital communication
- d) Capacity to work with students and promote team work
- e) Ability to pursue a constructive approach and maintain professional relations with organisations

6. Application Fee

Application Fee for Rs 1000/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they attach the required Certificate with the online application form. The women applicants are exempted from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

7. 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 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) 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 is payable 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 order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

8. 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. Candidates who have applied earlier in response to Advertisement No. **ADVT/TISS/ADMIN/DCO/HYD/September/2022 dated 27 September 2022 need not apply again.**
- 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, Hyderabad or through an online platform.

Note: The selected candidate has to join within 15 days of the selection.

Sd/xxxx

Officiating Registrar