

TATA INSTITUTE OF SOCIAL SCIENCES

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

Off-Campus Hyderabad, S.R Sankaran Block,
TSIPARD Campus, Rajendranagar, Hyderabad -500030.

ADVT/TISS HYD/MAR/2019

MARCH 7, 2019

Walk in Interview

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers several Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development and Integrated BA-MA programmes from its main campus Mumbai, and off-campuses at Tuljapur, Guwahati and Hyderabad. It has a strong M.Phil / Ph.D programmes in different areas. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

Walk in Interview is scheduled on March 25th, 2019 for the post of **Placement Officer** to be filled in on contract basis. The official is required to work at the Institute's off-campus, Hyderabad. The engagement is initially for a period of one year and may be extended based on the performance of the candidates and requirement by the Institute.

Essential Qualifications: A Master's Degree in any Discipline with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record plus minimum of five years of work experience of which three years of work experience in the area of students placement for job on completion of their graduation.

The preference may be given to the candidates those have additional qualification of M.B.A in H.R., or M.Phil or Ph.D.

Nature of duties: The Placement Officer will be responsible for facilitating job placements of graduating students from TISS with the support of student and faculty members of the TISS Placement Committee. Towards this end, The placement Officer will -

- Create and implement a framework for training (behavioural and skill based) for students of Hyderabad Campus.
- Organise regular sessions for students to orient them about employment options and career pathways.

- Communicate and interact with external stakeholders (NGOs, corporates, foundations granting fellowships, individuals, etc.) and facilitate their participation in the placement process.
- Public relations: Anchor the process of developing the campus, Annual Reports, Brochures of various school, conduct exhibitions, display materials in exhibitions and other forums.
- Create, maintain and update regularly the data base on NGOs, corporates, foundations granting fellowships, individuals, etc. and ensure data confidentiality to facilitate the placement process.
- Design and plan the placement brochure which would be sent across to the organisations.
- Facilitate feedback from the organisations who have participated in the placement process and have employed TISS graduates in the past and use the same to better the process.
- Facilitate smooth communication between placement committee members, students interested in placements, faculty and Institute authorities who are part of the placement committee and organisations showing interest in campus placement process.
- Develop and execute a fair and equitable process which ensures an equal participation for all students.
- Create and maintain MIS report of the placement process.
- Plan and help implement the placement week in phases if required.
- Work towards end-to-end recruitment process when organisations visit the campuses.
- Counsel students to choose their career options judiciously.
- Carry out any other function that may be necessary to facilitate the placement process of students, based on emerging needs.
- Any other responsibilities / tasks assigned from time to time by the Authorities of TISS Hyderabad campus.

Remunerations: Consolidated contractual payment of Rs. 60,000 to 65,000 p.m. (Commensurate with qualification and experience)

Application fee: The application fee of **Rs. 500/-** be paid through a bank Demand Draft in favour of **Tata Institute of Social Sciences, payable at Hyderabad**. The SC/ST/PWD candidates are exempted from the application fee if they attach the required certificate to the application form. The application will be valid only on attachment of Demand draft towards application fee for those who are required to pay. Fees once paid shall not be refunded under any

circumstances.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- The post is unreserved, but candidates belonging to reserved category can apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules
- The SC/ST/OBC(NC)/PWD candidates must necessarily bring the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed Gol format duly issued on or after 01/01/2016 by the competent authority.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA/ DA is payable for appearing for the interview.
- 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 candidates are requested to bring their application on a plain paper enclosing therewith their resume, photocopies of their certificates of educational qualifications and work experience and the application fee of Rs. 500/- through a bank draft.

The candidates have to report during 9.00 to 10.30 a.m. **on 25th March 2019** and the interview will be held on the same day.

Venue of Interview: Tata Institute of Social Sciences, Off-campus Hyderabad, S.R Sankaran Block, TSIPARD Campus, Rajendranagar, Hyderabad -500030.

The selected candidates have to join within 15 days.

Dy. Registrar (P&A)