



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956
a grant-in-aid Institute under Ministry of Education, Government of India)

No. TISS/SSE/Sep/2025/03

15 September 2025

Call for Applications for the Post of 'Assistant Manager-Content' on Contract Basis at TISS- School of Skill Education, Mumbai.

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (TISS), established in the year 1936, is a Deemed to be University under Ministry of Education. It has campuses at Mumbai, Tuljapur, Guwahati and Hyderabad, TISS offers over 47 Post Graduate programmes, 20 Doctoral programmes, and Under Graduate programmes in Social Science and Skill Education.

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.

About School of Skill Education (SSE)

The approach adopted by TISS-SSE is called the 'Internship Embedded Skill Training Programme'. The Skill Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration:

- (a) Applications are invited for the position of: **'Assistant Manager- Content' – One post.** Applications to be filled on **contract basis for a period of two years** and extendable based on performance of the employee and as per requirements of School of Skill Education, TISS.
- (b) **Monthly Remuneration.** Consolidated Salary of INR 40,000 to 45,000 per month with annual increments as per School of Skill Education, TISS rules.
- (c) **Last Date of Filling of Online Applications.** 30th September 2025.

Job Description:

- Coordinate in content/content related data collection for the preparation of academic and institutional documents.
- Develop revise and/or update reports, magazines, brochures, flyers, prospectus, and student's handbooks.
- Conduct content analysis, review, editing and proofreading.
- Organize content, prepare and maintain feedback records, ensure referencing in American Psychological Association (APA) style, and apply basic formatting.
- Develop vetted content into facilitator guides and participant workbooks.
- Collaborate with skill sector management teams and domain experts as required.
- Draft/review programme proposals in the prescribed Academic Council (AC) template.
- Manage documentation, content processing, and visualization.
- Design and prepare presentations and other academic communication materials.
- Upload vetted content onto LMS/ERP platforms.
- Support miscellaneous academic and departmental activities within the School ecosystem.

Essential Qualification, Experience and Desired Skill set

- Master's degree in Education, Communication, English or in relevant field.
- Minimum 5–6 years in the field of content, including at least 3 years in academics.
- Proven skills in content analysis, editing, report writing, and academic documentation.
- Proficiency in MS Office (Excel, Word, PowerPoint – including Track Changes, formatting, referencing).
- Familiarity with design and visualization tools (Canva, Adobe Illustrator, or similar platforms).
- Ability to structure, design and execute content processes.
- Excellent written and verbal communication skills.
- Attention to detail with strong error detection and analytical skills.
- Ability to perform effectively and deliver quality results in dynamic, fast-paced environments.
- Effective interpersonal, coordination, and collaboration skills.
- Time management and ability to meet defined timelines.
- Sound decision-making in critical or urgent situations.

5. Application Fees.

Application Fees of Rs 500/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 125/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

6. Other Conditions.

- (a) Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- (b) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(c) 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.

(d) 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.

(e) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the TISS, School of Skill Education shall be final.

(f) The TISS, School of Skill Education reserves the right to relax qualification(s) of the candidate based on the work experience.

(g) No TA/DA will be paid 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 Letter, the TISS, School of Skill Education reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The post is purely Contractual and the Terms of the Contract Position will be for two year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two years' tenure on the post.

7. 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) The School may offer a lower post to a candidate, in case the Selection Committee recommends so.

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

Note: The selected candidate will have to join within 15 to 30 days of issue of Offer Letter by the School of Skill Education, TISS.

**Dean
School of Skill Education.**