



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/2025/02

15 September 2025

Call for Applications for the Post of 'Manager-Industry Connect' 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: **'Manager- Industry Connect' – One post.** Applications to be filled on **contract basis for a period of two year** 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 60,000 per month with annual increments as per School of Skill Education, TISS rules.
- (c) **Last Date of Filling of Online Applications.** 30th September 2025.

3. Job Description.

- Develop and maintain strong relationships with stakeholders to enhance industry engagement in skill-based education.
- Identify, approach, and build strategic partnerships with industries, sector skill councils, and relevant institutions for collaborations.
- Actively visit schools, communities, training partners to identify potential student clusters for various skill education programs.
- Conduct awareness drives, mobilization campaigns, and orientation sessions to promote skill-based programs.
- Develop outreach plans and collaborate with local and regional teams for effective student engagement and enrolments.
- Build and maintain relationships with community leaders, educational institutions, and grassroots networks.
- Coordinate with the admissions team to track leads and ensure smooth on-boarding of students.
- Engage with companies to explore and secure Corporate Social Responsibility (CSR) partnerships in line with institutional goals.
- Represent in external forums, industry events, and networking platforms to promote collaboration opportunities.
- Coordinate with teams to integrate industry requirements into skill development programs.
- Track and document industry collaborations and CSR proposals; maintain updated records and reporting dashboards.
- Support in organizing webinars, and on-campus events involving external stakeholders.
- Monitor CSR trends to identify new partnership opportunities.
- Prepare proposals, presentations, and reports for industry partners and funding organizations.
- Explore and mobilize Corporate Social Responsibility (CSR) funding and project opportunities in alignment with institutional goals.
- Liaise with CSR teams and contribute to proposal writing, donor reporting, and impact presentations.
- Organize industry engagement activities such as seminars, panel discussions, campus events, and exposure visits.
- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

4. Essential Qualification, Experience and Desired Skills set.

- **Minimum Postgraduate in Marketing or in the relevant field.**
- **06 to 08 years' business development out of which minimum three years in the Education field**
- Requisite skills and ability to work autonomously
- Well acquainted with skill ecosystem
- Ability to prepare and deliver professional presentations to diverse stakeholders and proficiency in MS office applications
- Experience in creating various types of reports as per the requirements
- Robust multitasking ability
- Excellent written and verbal communication
- Excellent communication and interpersonal skills

- Building CSR connect and ensuring adherence to its principles and ethical practices
- Ability to prioritise tasks effectively and manage responsibilities with strong organisational skills.

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.**