Non-Teaching Position Notification

Join the Office for International Affairs at TISS, Mumbai

Tata Institute of Social Sciences invites applications for two contractual manager roles that shape its global academic partnerships, dual degree programmes and international research collaborations.

Apply Now →

Download details ↓

VACANCIES	LOCATION	MONTHLY PAY	LAST DATE TO APPLY
2 Posts	Mumbai	₹60,000 – 65,000	30 Nov 2026

THE INSTITUTE

About the Office

The Tata Institute of Social Sciences (TISS) is a Deemed to be University under Section 3 of the UGC Act, 1956, and a grant-in-aid institute under the Ministry of Education, Government of India.

Its Office for International Affairs (OIA) promotes international academic exchange and collaboration between TISS and foreign higher education institutions, and facilitates MoUs and agreements.

OPENINGS

Positions Available

1

Academic Manager

1 Post | Contract | Mumbai

- Oversee academic and field work for Dual Degree and short-term international programmes
- Help develop new international programmes under the TISS Global – Center for Global Studies

2

International Research and Programme Manager

1 Post | Contract | Mumbai

- Lead international research projects, programmes and collaborative academic initiatives
- Build new partnerships with universities, research institutions and organisations

- Coordinate semester schedules, course and credit mapping with international partners
- Guide dual degree students on applications, visas, accommodation and travel
- Maintain academic records and support student advising

- Design programmes for the proposed TISS Global Dialogues
- Support faculty with research proposals, funding applications and joint projects
- Track timelines, budgets, deliverables and project reporting

REQUIREMENTS

Eligibility & Terms

Who can apply

Terms at a glance

Advertisement No.	TISS/OIA2026/Nov/002
Nature of post	Temporary, contract
Initial tenure	1 year (extendable)
Pay	₹60,000 – 65,000 / month
Annual increment	5% on extension
Joining	Within 15 days of selection

- **Education:** Master's degree in Social Work, Social Sciences, Humanities, International Relations, Management Studies, MBA, Education or a related discipline
- **Experience:** Minimum 3 years in academic programme coordination, curriculum development, teaching, research, training or international academic collaboration
- **Preferred:** PhD completed or thesis submitted; experience with faculty and international universities
- **Skills:** Strong communication, organisation and stakeholder management

Application fee

General & OBC	₹500
SC / ST / PWD	₹125
Women applicants	Waived

Paid online and non-refundable.

Selection

- Applications may be shortlisted on qualifications and experience
- Eligible candidates are informed by email for an online or in-person interview
- No TA/DA is payable for attending the interview

PROCESS

How to Apply

Open the portal 1

Click the “Apply Now” button to reach the TISS recruitment portal.

Fill the form 2

Complete the online application and upload all required documents.

Pay the fee 3

Pay online if applicable. The application is valid only after the fee is received.

Save confirmation 4

Download and keep a printout of the acknowledgement after submitting.

Ready to apply?

Read the full advertisement for complete eligibility and instructions, then submit your application before 30 November 2026.

Apply Now →

Download details ↓

TISS reserves the right not to fill the advertised posts. Canvassing in any form leads to disqualification.