



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed to be University under Section 3 of the UGC Act,  
1956)

**ADVT/TISS/ADMN/APM/SHSS/2025**

**December 08, 2025**

**Applications are invited for the Post of Academic Programme Manager - (One Position)**

Applications are invited for the post of Academic Programme Manager at the School of Health Systems Studies (SHSS), Tata Institute of Social Sciences, Mumbai. The School is looking for candidates who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals with good writing and communication skills to handle two Post Graduate Diploma Programmes offered by the School.

**Eligibility**

**Essential**

- Master's Degree in any discipline (preferably in Management and IT) with a minimum of 55% of Aggregate marks.

**Desirable:**

- Minimum 1 years of relevant work experience in university admissions, academic coordination, IT systems, consulting and related work experience.
- Proficiency in MS Excel, Google Sheets, Data Base Management, Data Visualization and Data Analytics
- Familiarity with online admissions platforms, application tracking systems, or form management tools.
- Strong written and verbal communication skills in English. Demonstrated ability to manage multiple tasks and deadlines, work with stakeholders, and solve problems independently.

**Key Responsibilities**

- Assist in academic matters related to the school programmes.
- Create and curate relevant 'Open Source' resources for students of SHSS programmes.
- Assist in the Dean's office in the Academic administration of full-time and short-term programmes.
- Assist in research, teaching and training programmes/projects. Draft and write reports of the programmes of the school.
- Develop Memorandum of Understanding (MoU) documents for collaborations with other institutions.
- Any other matter as deemed by the Dean, SHSS

**Duration of appointment:** One year (extendable based on performance and requirement of the School).

**Remuneration:** Gross monthly remuneration INR 55000.

**Work Location:** SHSS, TISS, Mumbai

### **Other Conditions.**

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. No queries or correspondence regarding issue of call letter for 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.
5. 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.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. The Institute reserves the right to relax age of the candidate based on the work experience.
8. No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
9. 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).

**Application Fee.** Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

### **Application Process**

- (a) Candidates are requested to apply online through the **Apply Now Button** provided along with this advertisement on the Institute website at <https://tiss.edu/admin-positions/>
- (b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- (c) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- (d) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at TISS, Mumbai.

**The last date for applying is 17<sup>th</sup> December 2025.**

**Selected candidates are expected to join duty within 15 days.**

**Sd/xxxx  
Acting**

**Registrar**

Mahabharti.in