



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

**ADVTTISS/PM/RPC/MAY/2026**

**7<sup>th</sup> May, 2026**

**Appointment of PROGRAMME MANAGER on contract basis at the TISS**

The Tata Institute of Social Sciences ([www.tiss.ac.in](http://www.tiss.ac.in)), established in the year 1936 is 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. TISS is a Grade I University as per NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 52 Masters' Degree programmes and 21 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 28 Bachelor of Vocational degree programmes.

Applications are invited for one post of **PROGRAMME MANAGER** to be filled on contract basis at **the RESEARCH PROJECT CELL, TISS, Mumbai** for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

Sr. No.	Particulars	
1	Name of the Post	<b>PROGRAMME MANAGER</b>
2	No. of Post	01
3	Age Limit	Below 40 Years as on <u>31<sup>st</sup> May, 2026</u>
4	Consolidated Salary	Rs 50000/- to Rs. 55,000/- Per Month (Commensurate with educational qualification and work experience)
5	Educational Qualification and Experience	a) Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7-point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in any discipline. b) Applicant should have minimum of five years of work experience in management of research projects, or field action projects, preferably in an academic institution. c) Good written and oral communication skills in English and Hindi. d) Should have computer knowledge and proficiency to work on MS Word and MS Excel.
6	Duration	Initially for one year (to be extended based on the performance and requirement of the institute)
7	Job Descriptions	To support Faculty Project Leaders (PLs) in completing all the necessary requirements of proposal preparation and submission to potential funders; b) To assist Faculty PLs in developing budgetary provisions as

		<p>per norms of the Institute, and in consultation with the Accounts Section;</p> <p>c) To assist Faculty PLs in completing background documentation work; advertisements of the project positions prepared by Project</p> <p>d) To assist PLs in staff recruitment process through help in advertising and notifying positions, holding interviews;</p> <p>e) To verify documents received for appointment of project staff and facilitating appointment letters etc;</p> <p>f) To handle HR matters from recruitment process till the relieving of the staff; and co-ordinate and communicate with Project Leaders for new recruitments, extension /closure of services, issuing relieving orders and experience certificates to project employees.</p> <p>g) To handle any other tasks assigned by Reporting Officer from time to time.</p>
8	<b>Location</b>	Mumbai Campus
9	<b>Last Date of Filling of Online Applications</b>	<b><u>25<sup>th</sup> May, 2026</u></b>
<p>** Only online applications received through TISS website will be considered from the interested candidates who fulfill the above conditions</p>		

#### **Other Conditions:**

- (a) The post is unreserved, but candidates belonging to the reserved category can apply.
- (b) Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- (c) No queries or correspondence regarding the 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) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- (e) No TA/DA is payable for appearing for the interview.
- (f) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

#### **Application Fee:**

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

#### **Application Process:**

1. Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at [www.tiss.edu](http://www.tiss.edu).

**2. Candidate must provide their Gmail ID in Online Application Form.**

3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.

**4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

**Last date of receipt of online application: 25<sup>th</sup> May, 2026.**

**Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview**

**Note:** The selected candidate would be required to join within 15 days of selection.

**Sd/-  
Officiating Registrar**

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