



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

ADVT/TISS/ADMN/CC/OCTOBER/2021

01 October, 2021

REQUIRED CAREER CONSULTANT FOR TATA INSTITUTE OF SOCIAL SCIENCES (TISS)

General Information

1. The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021 rank of 37 among Indian Universities and 70 overall.
2. With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. programmes).
3. 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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Institute wishes to appoint a **Career Consultant** on Contractual basis for TISS, Mumbai Campus.

Post Advertised with Scale of Pay/Remuneration

4. Applications are invited for one post of **“Career Consultant” to be filled on Contractual basis for a period of one year initially** and extendable based on performance of the candidate and requirement of the Institute.

Purpose of the role

To ensure viable career opportunities for students of the courses MA in Organization Development, Change, and Leadership (MA-ODCL) and MA/MSc in Analytics (MA/MSc-A).

This is to be done by (1) identifying opportunities in relevant industrial and social organizations; (2) preparing students for meeting their career aspirations; (3) coordinating the efforts of the students' placement committee; and (4) coordinating with organizations to ensure a smooth and fair placement process.

The role is based in TISS Mumbai and will require some travel.

Responsibilities of Career Consultant

Exploring and Understanding Job Market

- Being in touch with industry news, industry veterans, and industry associations to understand trends in the job market for students of MA-ODCL and MA/MSc-A.

Networking and Industry Outreach

- Reaching out to industry leaders, CEOs, CHROs, Campus Recruiters from targeted organizations and meeting them in person or over video conference on a regular basis.
- Cold calling new organizations and exploring opportunities for engagement with them for internships and placements.
- Making presentations about the course content and students' profiles at industry associations and to business leaders.
- Maintaining relationships with past recruiters and understanding their evolving needs.

Social Media and Course Branding

- Coordinate the social media presence of the course across different platforms and ensure regular visibility for the course, the faculty, and students on social media. This is to be done with support from student committees.
- Branding the course at various industry events such as those organized by CII, FICCI, ASSOCHAM, NHRDN, and SHRM.

Career Coaching for Students

- Understanding students' profiles and skills and identifying potential career opportunities for each student based on their skills and market needs.
- Helping students create their curriculum vitae (CV) in line with industry requirements.
- Preparing students to face interviews by developing their communication skills and other aspects of their personality.

Coordinating the Activities of the Students' Placement Committee

- Working with the students' representatives (placement committee) to develop a strategy for targeting and reaching out to organizations for internships and placements.
- Training and developing skills of the members of the placement committee to deal with external agencies and students.
- Developing policies and processes for campus placement in consultation with student representatives.
- Planning and coordinating the campus recruitment for summer internships and final placements.
- Resolving disputes and grievances of students with the placement process from time to time.
- Screening students' CVs to ensure that the information contained in them is authentic and valid.

5. **Remuneration.** To be decided based on candidate's relevant qualifications and work experience.

Eligibility Conditions For the Post

6. **Essential Qualification.**

- Master's Degree in Business Administration/HR or Equivalent
- 10 years' experience in a similar role or substantial experience in talent acquisition function for a large organization which hires MBAs from top institutes.
- High proficiency in oral and written communication.
- Excellent networking skills

7. **Application Fee.** Application Fee for Rs 1000/- to be paid online. Application fee for SC/ST/PwD candidates will be Rs 250/-, if they attach the required Certificate with the online application form. The women applicants are exempted from the 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.

10. **Other Conditions.**

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(c) The position is unreserved, but candidates belonging to reserved category can apply.

(d) 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.

(e) 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 his 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. This must be mentioned in the letter of offer and appointment clearly.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(h) No TA/DA is payable for appearing for the interview.

(i) 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).

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

12. **Last Date of Filling of Online Applications.** **15 October 2021**

Sd/xxxx
Registrar