



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)

ADVT/TISS/APM/CLL/SSW/JUNE/2026

2nd June, 2026

Applications are invited Appointment of ACADEMIC PROGRAMME MANAGER (on Contract basis) for (Fulltime) – PG Diploma Counselling Programme, The Centre for Lifelong Learning (CLL), TISS, Mumbai

The Tata Institute of Social Sciences (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.

The **Centre for Lifelong Learning (CLL)** was established on February 15, 2006, with the objective of providing training for adult learners in the areas of expertise in the Institute. The CLL was earlier known as Department of Extra Mural Studies, which was established in 1981.

It caters to two kinds of adult learners: (a) The Professional groups getting trained for their continuing education and (b) the general population from diverse backgrounds who are outside the formal education system or those who have not had the opportunity to access formal education system and want to access training or goal-oriented short-term vocational programmes.

CLL, TISS is looking forward to recruiting a highly motivated and qualified Academic Programme Manager to its multidisciplinary team for the academic contributions to the school. The candidate should have relevant experience in Mental Health Sector

Sr. No.	Particulars	
1	Name of the Post	ACADEMIC PROGRAMME MANAGER
2	No. of Post	1 (One)
3	Location	CLL, SSW, TISS, Mumbai
4	Educational Qualification & Experience	<ul style="list-style-type: none">• Master's Degree in Psychology, Social Work- Mental Health or PG diploma in Counselling and allied fields with a minimum of 55% of Aggregate marks.• Five years of work experience in academic, research, and publication work.• Good writing and speaking skills.
6	Age Limit	Below 45 years of age at the time of appointment.
7	Consolidated Salary	Rs. 50,000/- per month
8	Working Days	Monday to Saturday
9	Duration	One year (extendable based on performance and requirement of the Institute).
10	Last Date of Filling of Online Applications	20 th June, 2026
** Only online applications received through TISS website will be considered from the interested candidates who fulfill the above conditions		

Key Responsibilities

- Managing day-to-day operation and be the first point of contact for all the academic
- Coordination with Academic and other Partners, cross functional co-ordination within and outside TISS
- Overall monitoring and review with all stakeholders
- Develop and execute operational and engagement strategy for all the stakeholders including students, partners, faculties, and domain experts.
- Assistance in organizing conferences
- Assistance in publishing academic outputs of PG Diploma in Counselling Programme
- Assist in academic matters related to the PG Diploma in Counselling Programme
- Create and curate relevant 'Open Source' resources for students of PG Diploma in Counselling Programme
- Assist in the Faculty Programme Coordinator in the Academic administration of the programmes and other related short term programmes
- Assist in research, teaching and training programmes/projects. Draft and write reports and literature reviews.
- Develop collaborations with other institutions.
- Any other matter as deemed by the Faculty In charge.

Other Conditions:

- i. The post is unreserved, but candidates belonging to the reserved category can apply.
- ii. The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- iii. 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.
- iv. 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.
- v. The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- vi. No TA/DA is payable for appearing for the interview.
- vii. 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.

Last date of receipt of online application: 20th June, 2026

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.ac.in.

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.

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

Sd/-

Officiating Registrar