



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

ADVT/ TISS/ADMN/LO-PIO/December/2020

12 December, 2020

Required Legal and Public Information Officer for TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 and was awarded the 'Deemed to be University' status in 1964. TISS is fully funded by the University Grants Commission, Government of India and operates from its main campus in Mumbai, and the off-campus at Tuljapur, Guwahati and Hyderabad. Currently the Institute offers 52 Masters' Degree programmes and 18 M. Phil. and Ph. D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, and Habitat Studies. BA degree programs in Social Sciences and Social Work are also offered from its off-campus. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and nurtures multiple research collaborations with some of the best universities and institutions across the globe. TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. The Institute wishes to recruit a qualified Legal Officer for the Office of the Registrar, TISS.

Applications are invited for one post of “**Legal and Public Information Officer**” to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

JOB DESCRIPTION

To ensure that the best legal action is taken by the Institute, Legal Officer may have to perform the following tasks.

- To provide legal support and represent the University in certain Civil/Criminal litigation.
- To perform work related to the RTI matters of the Institute.
- To guide on legal aspects of the staff engagements, project contracts.
- To represent as member secretary for Committee against Sexual Harassment in university.
- To performing other relevant duties as required.
- Vetting of MoUs and drafting standard agreements.
- To prepare Media Brief /Media Dispatch/Press Release on behalf of the Institute on all matters, as per requirements of the Institute from time to time.

Monthly remuneration: Rs. 60,000/- (Commensurate with educational qualification and work experience)

Qualification & experience:

Essential:

- Bachelor's Degree in Law from recognised University / Institute with minimum 60% marks.
- Five years experience as an advocate as a Law Officer in Legal Department of Central or State Government or any renowned organisation.
- Good skills in Microsoft Office.

Preference: The preference may be given to the candidates having Master Degree in Law or Diploma in any specialized fields of Laws. Also well conversant with duties of Public Information

Officer for dealing with Print and Electronic Media. The candidates with personal flexibility, high motivation, excellent communication, writing, and good rapport building skills in Hindi and English shall have added advantage.

Application fee: The application fee of Rs 500/- to be paid online. The SC/ST/PWD/Women candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

The candidates those have applied to the ADVT/ TISS/ADMN/LO/October/2020 dated October 16, 2020 need not apply again. Their applications will be considered based on their requisite qualification and experience.

Other conditions:

- 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.
- 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 interview.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.
- 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 process and interview:

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

The last date for receipt of online application: 10 January, 2021.

Selected Candidates are expected to join within 15 days of their selection.

**Sd/xxx
Registrar**