TATA INSTITUTE OF SOCIAL SCIENCES
SCHOOL OF VOCATIONAL EDUCATION
(V. N. Purav Marg, Deonar, Mumbai, Maharashtra 400088)

No. TISS/SVE/June/2023/001   **26th June, 2023**

Call for Applications for the Post of 'ERP Functional Lead' (One Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

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 is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 34 B.Voc. programmes.

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 it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the 'Internship Embedded Skill Training Programme'. The Vocational Educational Programme is being implemented in India with a focus on job-specific skills. The aim is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.

(a) Applications are invited for one post of **'ERP Functional Lead'** to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute.

Remunerations: Consolidated Pay Rs. 40,000/- per month with annual increments as per the Institute's rules.

No. of Positions: One Position

Last date for receiving application: 04th July, 2023

3. Essential Qualification & Experience.
- **Bachelors or Master's degree in relevant subject/ with working experience of minimum of 4 to 5 years**
- Highly proficient in ERP
- Experience in collecting data and compile reports on scheduled compliance, routing, capacity constraints and production problems
- Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics as per needs. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listens and respond appropriately to others.
- Ability to communicate effectively with users. Ability to analyze problems; to respond effectively and to provide constructive feedback on resolution.

4. Job Description.
- Engaging with the cross-functional process teams
- Understand and document the current processes
- Integrate with the other teams to ensure alignment between processes, systems and data.
- Identifying data requirements and gaps
- Working daily with internal IT and with the users for requirement and consult on the best solution to be a liaison between IT and end-users.
- Coordinating quality assurance reviews
- Participating in current state (as-is) process mapping
- Ability to be relied upon to ensure that projects within areas of responsibility are completed in a timely manner.
- Ability to monitor activities and take corrective action when necessary.

Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

5. Application Fees.
Application Fees of Rs. 1,000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs.250/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. 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.

6. General Instructions
1. Applicants are advised to submit online applications. Offline applications will not be accepted.
2. The Institute reserves the right in short listing the candidates. Only short-listed candidates will be contacted for an interview through an email.
3. **The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.**

7. **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 shortlisted, 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 are encouraged to 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 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.

(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 will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(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 Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

(j) The post is purely Contractual and the Terms of the Contract Position will be for two years, extension will be given after assessing the suitability and performance of the selected candidate, post two year tenure on the post.

(k) The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

8. <u>Application Process and Interview.</u>

(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.

Note: The selected candidate will have to join immediate/within 30 days of issue of Offer Letter by the Institute

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