



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)

No. TISS/SSE/July/2026/01

15 July 2026

Call for Applications for the Post of 'Skill Training Manager' on Contract Basis at TISS- School of Skill Education, Mumbai.

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (TISS), established in the year 1936, is a Deemed to be University under Ministry of Education. It has campuses at Mumbai, Tuljapur, Guwahati and Hyderabad, TISS offers over 47 Post Graduate programmes, 20 Doctoral programmes, and Under Graduate programmes in Social Science and Skill Education.

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 Skill Education (SSE)

The approach adopted by TISS-SSE is called the 'Internship Embedded Skill Training Programme'. The Skill Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' 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 model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration:

- (a) Applications are invited for the position of: **'Skill Training Manager' – One post**. Applications to be filled on **contract basis for a period of two year** and extendable based on performance of the employee and as per requirements of School of Skill Education, TISS.
- (b) **Monthly Remuneration.** Consolidated Salary of **INR 50,000 – 55,000 per month** with annual increments as per School of Skill Education, TISS rules.
- (c) **Last Date of Filling of Online Applications.** **02nd August 2026.**

3. Job Description.

- Plan, coordinate, and execute skill training and capacity-building programmes conducted by the institution.
- Support the design and implementation of training schedules, workshops, seminars, and learning activities.
- Coordinate with faculty members, trainers, internal departments, and external stakeholders for smooth programme execution.
- Manage training logistics including venue coordination, participant communication, attendance, and training materials.
- Assist in conducting Train-the-Trainer (ToT) programmes and other institutional capacity-building initiatives.
- Monitor training effectiveness through feedback collection, reporting, and participant assessment mechanisms.
- Maintain programme documentation, MIS records, training reports, and other related administrative data.
- Support preparation of presentations, learning resources, reports, and official communication related to training activities.
- Ensure timely completion of programme deliverables while maintaining quality standards and institutional compliance.
- Work closely with the other departments to strengthen learning and development initiatives across various projects and training interventions.

4. Essential Qualification, Experience and Desired Skills set.

- Master's Degree in Management, Education, Skill Development, or related field.
- Experience in educational institutions, NGOs, training organizations, or development sector will be preferred.
- Minimum 5 to 6 years of experience in training coordination, learning & development, skill development, or capacity-building programmes.
- Requisite skills and ability to work autonomously
- Well acquainted with skill ecosystem
- Ability to prepare and deliver professional presentations to diverse stakeholders and proficiency in MS office applications
- Experience in creating various types of reports as per the requirements
- Excellent communication and interpersonal skills
- Building CSR connect and ensuring adherence to its principles and ethical practices
- Ability to prioritise tasks effectively and manage responsibilities with strong organisational skills.

5. Application Fees.

Application Fees of Rs 500/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 125/-, 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. Other Conditions.

- (a) 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.
 - (b) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
 - (c) 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.
 - (d) 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.
 - (e) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the TISS, School of Skill Education shall be final.
 - (f) The TISS, School of Skill Education reserves the right to relax qualification(s) of the candidate based on the work experience.
 - (g) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.
 - (h) 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 TISS, School of Skill Education reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- The post is purely Contractual and the Terms of the Contract Position will be for two year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two years' tenure on the post.

7. 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) The School may offer a lower post to a candidate, in case the Selection Committee recommends so.
- (d) 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 within 15 to 30 days of issue of Offer Letter by the School of Skill Education, TISS.

**Dean
School of Skill Education.**