



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. ADVT/TISS/ADMIN/C-IJSW/April/2026

24 April 2026

Applications are invited for the post of CONSULTANT – The Indian Journal of Social Work (IJSW) 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.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 52 Masters' Degree programmes and 21 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 28 Bachelor of Vocational degree programmes.

The Institute invites applications for the position of **Consultant for *The Indian Journal of Social Work (IJSW)***. *The Indian Journal of Social Work* is the flagship journal of the Institute and requires dedicated editorial and publication support to ensure the timely processing of manuscripts and regular publication of issues. The position requires a competent and detail-oriented professional to provide editorial and publication support for the journal and to facilitate the timely processing of manuscripts, coordination with contributors and reviewers, and the regular publication of journal issues. The Consultant will be expected to provide editorial, administrative, and coordination support across various stages of the journal's publication process.

The post is to be filled on contract basis for a period of One year initially and extendable based on performance of candidate and requirement by the Institute.

Place of Work: Mumbai

Key Roles and Responsibilities

The Consultant shall be responsible for ensuring the timely and efficient publication of the issues of *The Indian Journal of Social Work*. The responsibilities will include, but not be limited to, the following:

1. Copyedit selected and accepted manuscripts for publication in the respective issue of the journal.
2. Scrutinise manuscript submissions and related correspondence to ensure that submissions fulfil the basic criteria and formatting requirements prescribed by the journal.
3. Ensure that all submitted papers are sent for plagiarism and AI checks through the designated institutional process.
4. Examine submitted manuscripts to determine whether they fall within the scope of the journal and meet the preliminary requirements of the journal, including standards of academic quality and rigour.
5. Forward manuscripts that meet the initial screening criteria to the Editor, IJSW, for further assessment and assignment of reviewers.
6. Maintain timely and professional correspondence with authors, reviewers, prospective contributors, and Guest Editors.
7. Communicate with authors regarding the status of their submissions, including acknowledgement of receipt, review status, requests for revision, acceptance, and rejection, as applicable.
8. Follow up with reviewers to ensure timely submission of referee comments and review reports.
9. Assist in maintaining proper records of submissions, reviews, editorial decisions, and publication schedules.

10. Support the editorial and production process to ensure timely release of journal issues.
11. Coordinate with relevant internal units and external stakeholders, wherever required, in relation to the publication process.
12. Undertake any other journal-related work assigned by the Editor, IJSW, from time to time.

Essential Qualifications

- A post-graduate degree in Social Work or Social Sciences from a recognised university.

Desirable Qualifications and Experience

- Minimum 10 years experience in academic publishing, journal management, editorial assistance, or copyediting.
- Excellent command over written English, with strong editing and language skills.
- Demonstrated ability to manage academic or professional correspondence with accuracy and professionalism.
- Good organisational and coordination skills.
- Familiarity with peer review processes and manuscript handling.
- Understanding of plagiarism screening and academic publishing ethics.
- Ability to assess whether submissions broadly align with the aims and scope of an academic journal.
- Experience of working with publication databases or journal management systems will be an added advantage.

Required Competencies

The candidate should demonstrate:

- Strong attention to detail
- Ability to work within timelines
- Capacity to handle multiple tasks simultaneously
- Professional communication and follow-up skills
- Discretion, responsibility, and commitment to academic quality

Remuneration

Consolidated salary of Rs 60000/- p.m.

Reporting

The Consultant shall work under the overall guidance of the Editor, *The Indian Journal of Social Work*, and/or such authority as may be designated by the Institute.

Application Process

Interested candidates may send their application to Devyani.panvalkar@tiss.ac.in along with:

- A cover letter,
- Detailed curriculum vitae,
- Copies of educational and experience certificates, and
- Contact details of two referees
- Only shortlisted candidates will be contacted for further process.

Other Conditions:

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the above procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
3. The post is unreserved, but candidates belonging to the reserved category are encouraged to apply.
4. 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.
5. No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. 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).

Last date of receipt of application: 10th May, 2026.

Note: The selected candidate would be required to join within 10 days of selection.

**Sd/-
Officiating Registrar**
