



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. NO. TISS-GUWAHATI/Admin/October/2017

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 50 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action

The Guwahati Campus offers academic programmes viz., Integrated B.A & M.A and M.A. Programme. The programmes focuses on humanistic aspects of Social Sciences blended with logical reasoning of the natural sciences, with a combine emphasis on the faculties of imagination and creativity as well as of rigorous and critical thinking. **The TISS Guwahati campus invites applications for non teaching positions** to be filled on contract basis for one year initially and extendable based on performance of candidate and requirement by the Institute.

S. N.	Positions	No. of posts	Minimum required qualification	Preference	Salary Rs/month
1	Office Assistant (Lower Division Clerk)	Two	Bachelor's degree in any discipline with at least 55% aggregate marks	Minimum work experience of office administration for one year	15000

General Conditions:

1. The Institute reserve the rights to not fill up any of the vacancies advertised;
2. 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 test and interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. No TA/DA is payable for appearing in the interview.
5. 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).

The candidates are requested to apply on line through the link (**Apply now**) provided along with this advertisement on Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of on line application and keep it for future reference.

Test and Interview: The short listed candidates will be communicated by an e-mail and mobile phone to **appear for the test and interview to be conducted at TISS, Guwahati.**

The candidates has to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/interview or before joining the post, if selected.

Last date of Receipt of on line Application is October 25, 2017.

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

Registrar