



**TATA INSTITUTE OF SOCIAL SCIENCES**  
 (Govt. of India funded Multi-Campus Deemed University under  
 Section 3 of the UGC Act, 1956)  
 Off-Campus Hyderabad, S.R Sankaran Block,  
 TSIPARD Campus, Rajendranagar, Hyderabad -500030.

**ADVT/TISS HYD/FEBRUARY/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 several 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 and Integrated BA-MA programmes from its main campus Mumbai, and off-campuses at Tuljapur, Guwahati and Hyderabad. It has a strong M.Phil / Ph.D programmes in different areas. 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.

Applications are invited to the following contractual positions purely on contractual basis. The officials are required to work at the Institute's off-campus, Hyderabad. The engagement is purely on contractual basis and may be extendable based on the performance of the candidates and requirement by the Institute.

Sl. No.	Name of the posts	No. of position	Expected salary	Age limit	Essential / Desirable qualifications and Experience
1	<b>Administrative Assistants</b>  Period of appointment is One year	2	Rs. 20,000/- p.m.	Below 35 years	1 A bachelor degree in any discipline (preferably Social Sciences) with an additional qualification or sound hands-on experience in working with computers, especially in Office software like Word processor, Excel, Power point etc. discipline. 2. The candidate should have a minimum experience of three years that include dealing with the matters relating to finance and accounts, personnel, admissions, conducting examinations, compilation of results, correspondence with faculty, staff, parents, other institutions etc., and day-to-day administration. Good drafting skills in English and ability to speak in English are essential.
2	<b>Stenographer</b>  Period of appointment is six months	1	Rs. 20,000/-	Below 35 years	1. A bachelor degree in any discipline (preferably Social Sciences) with an additional qualification or sound hands-on experience in working with computers, especially in Office software like Word processor, Excel, Power point etc. discipline. 2. Typewriting higher grade along with

					lower/higher grade of shorthand. 3. The candidate should have a minimum experience of three years in assisting the officers in any of the educational institutions / executives at the corporate officers/maintenance of inward and outward letters and other confidential correspondence of the officers. Good drafting skills in English and ability to speak in English are essential.
3	<b>Office Attendant</b>  Period of appointment is six months	1	Rs. 10,000/-	Below 35 years	1. Candidate should have a minimum of SSC / Matriculation pass. 2. The candidate should have a minimum experience of three years in serving the faculty/office staff in the educational institutions.

The candidate shall work at any of the premises of the off-campus Hyderabad where its academic programmes are going on and also undertake the assignments given to him/her from time to time.

**Application fee:** The application fee of **Rs. 300/-** be paid through a bank Demand Draft in favour of **Tata Institute of Social Sciences payable at Hyderabad**. The SC/ST/PWD candidates are exempted from the application fee if they attach the required certificate to the 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.

**Other Conditions:**

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- 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 post is unreserved, but candidates belonging to reserved category can apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules
- 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.

- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- 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).

The candidates are requested to apply on a plain paper enclosing therewith thier resume and the application fee of Rs. 300/- through a bank draft and send the same by speed post to the following address so as to reach **on or before February 28, 2017** .

**Deputy Director,  
Tata Institute of Social Sciences,  
Off-campus Hyderabad,  
S.R Sankaran Block,  
TSIPARD Campus,  
Rajendranagar,  
Hyderabad -500030.**

**Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at the office of the Deputy Director, Tata Institute of Social Sciences, Off-campus Hyderabad, S.R Sankaran Block, TSIPARD Campus, Rajendranagar, Hyderabad -500030.**

The selected candidates have to join with in 15 days.

**Registrar**

**13/2/2017**