



**TATA INSTITUTE OF SOCIAL SCIENCES  
(Deemed to be University)**

**Centre for Development Practice and Research,  
Patna**

**Advertisement No: TISS/ADVT/PAT/Documentation Officer/APRIL 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 degree programmes in a range of socially relevant inter-disciplinary areas of social sciences. The TISS offers a very challenging but fulfilling academic environment to faculty committed to creating a just society through education, generation of knowledge and field action.

The Centre for Development Practice and Research, Patna which is an extension of the TISS Mumbai was inaugurated in March 2016 for undertaking research, field action programmes and limited teaching. In the last one year it has made 'migration' a niche area of its academic activities by initiating research projects, a lecture series, an orientation course and publications. As part of its next five year plan, the Centre will set up a digital archive on migration.

**TISS invites applications for one (1) position of Documentation Officer for its Patna Centre. The post will be filled on contract basis for a period of five years on a consolidated salary of Rs. 50,000 per month.**

The Documentation Officer will be required to set up a digital archive on migration in association with the faculty of the Centre. She/he is also expected to contribute in setting up the Centre's library and other academic activities.

**Essential qualification and experience for Documentation Officer**

Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree (or equivalent) level in Library and Information Sciences or an equivalent degree from an accredited Indian or foreign university. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST/differently-abled category candidates, and to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September 1991.

Candidates with additional degree such as one-year diploma in Digital Library and Information Management, Archives and Records Management, Library Information Technology, or equivalent degrees will be given preference.

Candidates with work experience, particularly of working in an archive for research or job and with understanding of migration related issues will be given high preference.

**Interview:** The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview.

**Application fee:** The application fee is Rs. 500/- which is to be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online 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 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 posts are unreserved, but candidates belonging to reserved category can apply.
- 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 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 online through the link **(Apply now)** provided along with this advertisement on Institute's website [www.tiss.edu](http://www.tiss.edu).

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

Last date of receipt of online application: April 25, 2017.

Interviews are proposed in the 2<sup>nd</sup> week of May 2017 at TISS Mumbai. The selected Candidate is expected to join within a month of her/his selection.

Registrar