



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University
under Section 3 of the UGC Act, 1956)
Hyderabad Off-Campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510

Applications invited for Project Position on Contractual basis at the TISS Hyderabad off-Campus: TISS HYD/PROJECT-Sakhi OSC/Nov 2022

Due date 02 December 2022

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well. TISS's off-campus at Hyderabad is the knowledge partner of the Sakhi One Stop Centers (OSC) Project with the Department of Women and Child Development, Government of Telangana to provide integrated support and assistance to women and children affected by gender-based violence, both in private and public spaces.

A Project Management Unit was set up in 2017 for implementation of the Sakhi OSCs in all the districts of Telangana and is located in the Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.

Applications are invited from committed and motivated individuals with relevant experience and qualifications. The candidate shall be engaged initially till 30th September-2023 and may be extended further based on the performance of the candidate and continued relevance of the position to the project.

The details of the position, qualifications required and the job responsibilities are given below

Administrative Officer: Post (1) to be placed at OSC Project -TISS-Hyderabad

Eligibility Criteria:

- Education qualification B. Com/MBA/Post Graduation completed.
- Have experience in working as administrative /assistant for 2 years.
- Have knowledge on Statement of Accounts and Maintenance of books of accounts.
- Age limit 25-40 years.
- Drafting/noting in English

Remuneration: Consolidated payment of Rs. 27,500/- per month.

Responsibilities:

- Liaison between TISS Mumbai and PMU for transfer of funds (both project funds and salaries to OSC and other projects)
- Assisting in Training and monitoring programmes, record keeping and UC submission.
- Prepare and send monthly expenses statements (Statement of Expenditure) to TISS and the TS WCD Department after coordinating with Project Leader for necessary approvals.
- Preparation of draft UCs for OSC and other projects.
- Preparation Monthly attendance.

- Other works as assigned by the Project Leader.

Application: Interested candidates are requested to send the followings:

1. Please share your details in the enclosed Application Proforma along with photocopies of the educational certificates, service experience and last pay drawn certificate.
2. Original certificates for verification at the time of Interview and all the photocopies to be submitted along with the application
3. You are requested to send the application by email or speed post to the following address so as to reach on or before Nov 25, 2022.
4. Candidates are encouraged to email an application on the following mail ID:
Chair-sgs.hyderabad@tiss.edu

Postal Address: Prof. Gyanmudra
Project Leader & Chairperson,
School of Gender Studies, Tata Institute of Social Sciences,
Hyderabad off-campus K.B. Campus, Turkayamjal, Nagarjuna Sagar Road,
Hyderabad 501510 Tel. 04024017701 or 04024017702.

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 SC/ST/OBC/NT/DNT categories are encouraged to 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
- During Interview candidates have to follow the norms of Pandemics.

Interview: The eligible candidates will be communicated by e-mail to appear for the interview to be conducted at the office of the Tata Institute of Social Sciences, Hyderabad off-campus K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510 Tel. 04024017701 or 04024017702.

The selected candidate is expected to join within 10 days from the date of receiving the appointment letter.