



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/HYD/2023/ADMIN/A&AM

10th June 2023

Applications are invited for the Post “Admin and Accounts Manager”
On Contractual basis:

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Institute invites interested candidates to apply for the post of Admin and Accounts Manager to be filled on contract basis for a period of 06 months only and extendable based on performance of the candidate, requirements of the Institute and resources available with the Institute.

Name of the Post	<u>Admin and Accounts Manager</u>
No. of Post	01
Consolidated Salary	Rs.40,000/- month
Age Limit	Preferably below 55 Years.
Location	Hyderabad Campus
Last Date of Filling of Online Applications	6th July, 2023
Educational Qualification and Experience	Essential: 1. A Bachelor’s Degree from any recognised Institute/University. 2. At least 5-10 years of experience in Government Organisation/ University/Reputed Institute/PSU. Desirable: Proficiency in English and good communication skills. Retired Government servants may be preferred

Other Conditions.

(a) The Institute reserves the right to not fill up the vacancy advertised.

- (b) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (c) No queries or correspondence regarding issue of call letter for 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.
- (d) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is appearing for an Interview in accordance with the prescribed qualifications, experience etc,. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after the appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- (d) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
 - (a) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
 - (b) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
 - (c) 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).

Application Fee. Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. Woman applicants are exempted from the payment of application fee. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Application Process

- (a) **Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website www.tiss.edu.**
- (b) **Candidates must provide their Gmail ID in Online Application Form.**
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- (d) **Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Hyderabad.**
- (e) **Last date for receipt of Application/Applying Online 26.06.2023.**

Selected candidates are expected to join duty within 15 days.

**Sd/xxxx
Deputy Registrar (P&A)**