



**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/ADMIN/EA-P&S/NOV./2022

Dated: 24 November, 2022

**Applications are invited for the following Non-Teaching Post on Contractual basis:**

The Tata Institute of Social Sciences ([www.tiss.edu](http://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 'EXECUTIVE ASSISTANT – PURCHASE & STORES' to be filled on contract basis for a period of Six Months.**

<b>Name of the Post</b>	<b>EXECUTIVE ASSISTANT – PURCHASE &amp; STORES</b>
<b>No. of Post</b>	<b>01</b>
<b>Consolidated Salary</b>	<b>Rs. 30,000/- to Rs. 35,000 per month.</b>
<b>Age Limit</b>	<b>Preferably below 45 Years as on 30 November, 2022</b>
<b>Location</b>	<b>Mumbai Campus</b>
<b>Last Date of Filling of Online Applications</b>	<b>09 December, 2022</b>
<b>Educational Qualification and Experience</b>	<b>(A) Bachelor's Degree with a minimum Typing Speed of 30 w.p.m. in English from Government recognized Institution. Knowledge of MS Word, Excel, Tally and MIS is essential.</b>
	<b>(B) At least Three years Experience in the field of Purchase &amp; Stores (Please do attach Experience Certificate).</b>
	<b><u>Desirable:</u> The candidate should have good knowledge in all aspects of administration and experience in working in ERP environment. The candidate should have proficiency in Word, Excel, Powerpoint etc.,.</b>

### **Job Specification:**

- (1) Reporting to the Section Officer (Purchase) in connection with the procurement/ work/ consultancy/ ARC and day to day office routine work.
- (2) As per the guidelines and process, GFR-2017, CVC, DoPT, initiating the purchase process in consultation with the Section Officer (Purchase).
- (3) Follow up of vendors/indenters in connection with the material procurements.
- (4) Maintaining the purchase-related documents and filing.
- (5) Preparing Pos and Generating GRN in ERP system, Tenderwized, GeM etc.,
- (6) Assisting in tender creation, tender floating, publishing, opening the tender, comparative analysis, providing necessary data as and when required by the authorities of the Institute.
- (7) Willingness to learn online portal GeM, ERP, Tenderwizard, CPP etc and reporting to the Section Officer (Purchase).
- (8) Maintaining and preparation of documents/ Files related to GeM/CPPP/Tenderwizard, Audits etc.,
- (9) Readiness to participate in Local/ Cash Purchasing as per the needs of the Institute.
- (9) Updating and maintaining records of all orders, payments and received stock.
- (10) Reconciliations of supplier payments with coordination with finance/accounts department.
- (11) Prior knowledge of online & offline purchase/tendering work would be preferred.
- (12) As per the requirements of the Institute, timely allotted work to be carried out with due care and on priority.

### **Other Conditions.**

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.
- (b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) 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.
- (e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. 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 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](http://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.
- (d) Short-listed candidates may be invited for Written Test/ Skill Test & Interaction at the Institute premises .
- (e) TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.
- (f) Candidates will be informed over e-mail to appear for the Interview to be conducted at TISS, Mumbai. Request for ONLINE Interview will not be entertained.**

**Selected candidates are expected to join duty within 15 days.**

**Sd/xxxx  
Deputy Registrar**