



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)

ADV/TISS/ADMIN/LIB.ATTD./JUNE/2024

Dated: 06 JUNE, 2024

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

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The Institute invites interested candidates residing in Mumbai Metropolitan Region (MMR) to apply for the post of LIBRARY ATTENDANT: MULTI TASKING STAFF to be filled on contract basis for a period of Six Months.

Name of the Post	LIBRARY ATTENDANT: MULTI TASKING STAFF
No. of Post	02
Consolidated Salary	Rs. 20,228/- per month.
Age Limit	Preferably below 30 Years as on 30 JUNE, 2024
Location	Mumbai Campus
Last Date of Filling of Online Applications	15 JUNE, 2024
Educational Qualification and Experience	10 + 2 or Equivalent Examination from a recognized board Desirable: <ul style="list-style-type: none">- Certificate Diploma in Library Science- Basic Knowledge of Computer Operation- Experience of working in a Libraries.
Job Profile	It will be a multi tasking job, primarily involving Book Shelving, Book Cleaning, pasting, Stamping, guiding students in locating/ retrieval of books or any other library services assigned. There will be shift duties, with requirement of working on Sundays/Public holidays.

Other Conditions.

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Interview (Offline), 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 Interview (Offline) 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 Process

- (a) **Candidates are requested to submit their detailed CV + Educational Certificate + Experience to Ms. Devyani Panvalkar, LDC, Personnel & Administration, Main Campus, TISS, Mumbai.**
- (b) Short-listed candidates may be invited for Interview/ Skill test for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Interview/ Skill test to be conducted at TISS, Mumbai.

Selected candidates are expected to join duty within 15 days.

**Sd/xxxx
Officiating Registrar**