



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

ADVT. REF. NO.TISS/OCTOBER/2016

ANNOUNCEMENT

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents.

The TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

Deputy Registrar -1 post for OPEN - Pay Band Rs.15600-39100, Grade Pay Rs.7600. With 5 years experience in the post of Deputy Registrar, the Pay Band is Rs.37400-67000, Grade Pay Rs.8700.

Nature of Appointment: **Regular. Candidates can be considered on deputation also.**

Essential Qualification/Experience: A Master's Degree or qualifications recognized as equivalent thereto in any discipline from a recognized University or its equivalent with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale with 9 years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, **OR** comparable experience in research establishment and/or other institutions of higher education, **OR** 5 years' of administrative experience as Assistant Registrar or in an equivalent post, in the areas of Administration/ Establishment/Academic/Finance and Accounts in Scientific Organisations University/ Technological Institutions.

Desirable : He/She should be well conversant with relevant administrative laws, rules, procedures and practices followed in Central Government. Effective communication skills and knowledge of use of computer and its applications will be considered important. Should have a strong background in finance and possess substantial general management experience at a middle management level and should be highly proficient in computerized accounting and financial management systems. Should also have proven expertise in working and leading the teams. Possess good interpersonal skills and demonstrated ability to interface with multiple constituencies – students, teachers, staff at all levels, government, media and public. Should also possess sound knowledge of prevalent national standards, statutory provisions and good practices with respect to financial management & accounting, taxation, MIS and ERP solutions. This is a senior administrative position. The person appointed will ensure that the Institute's administration is fine-tuned to provide efficient and timely support to enable faculty to carryout teaching and research. He/She will report to the Registrar of the Institute. He/She will be responsible for the Human Resource Development, General Administration and support services like Canteen, Guest-House, Hostels, Estate Management, Transport, Security etc. He/She will be required to interact with faculty as well as officers of the Central and State Governments and other organisations. He/she will also be required to co-ordinate the activities of various other departments of the Institute like Accounts, Purchase and Stores.

Age : Not more than 50 years as on date of closure of the application.

GENERAL CONDITIONS:

The Institute reserves the right to: (a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a

University/research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised; (e) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for written test, making presentation and interview, wherever applicable; (f) no correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of written test/presentation/interview and reasons for not being called for written test, presentation and interview. Canvassing in any form and at any stage of the recruitment processes will lead to disqualification; (g) **Reservations, relaxations and concessions for SC/ST/OBC/PWD candidates shall be applicable as per Government of India rules;** (h) Outstation candidates called for interview will be reimbursed to and from III A.C. Rail fare by the shortest route on Ordinary trains, on production of railway tickets. Employees of TISS are liable to be transferred to any of the campuses. Persons in employment, called for written test, making presentation and interview, should bring 'No Objection Certificate' from their present employer without which they will not be permitted for appearing in written test, making presentation and to appear in the interview under any circumstances.

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 application fees of **Rs.1000/- for each post** should be paid online only. No other modes of payment will be accepted. For SC/ST/PWD candidates the fee is not applicable for which they should upload the prescribed reservation certificate. The application will be valid only on receipt of the fees. The candidate should clearly note that the Institute will consider only online applications.

The SC/ST/OBC/PWD candidates called for written test, making presentation and to appear for interview must necessarily bring SC/ST/OBC/PWD certificate in the format prescribed by the Government of India. OBC candidates called for making presentation and to appear for interview 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.

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.

The eligible and interested persons may apply on-line in the format available in the University website www.tiss.edu.

The last date for receipt of application is 30.11.2016.

C. P. Mohan Kumar
Registrar