

**RECRUITMENT NOTICE**

Applications are invited for the following temporary position as 'Project Staff' appointment on a tenural contract basis at the Office for International Affairs, Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign universities/ institutions.

**ASSISTANT EXECUTIVE - FINANCE - 01 Position**

**Eligibility:**

Candidates should have passed B. Com with at least 55% marks plus minimum 05 years of work experience OR M. Com with 01 year work experience.

In addition they should have passed MS-CIT & Tally from a Government recognized institution. Candidates having qualification like CA or ICWAI Inter will be given preference.

Similarly, apart from the finance and accounting background, candidates need to possess good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Power-point and ERP.

**Key Responsibilities:**

The primary responsibility of the 'Assistant Finance Executive' will be to assist the Executive Finance, in the Overall Financial Management and Accounting Activities in the OIA; support in preparing accounts related database for OIA and handle day to day accounting activities; prepare income and expenditure statements and reports for OIA; Maintain all accounting voucher entry; releasing payments for respective parties, maintaining general ledgers, party ledgers, sales ledgers, purchase ledgers etc; maintain data records in Tally/ Excel/ Word as per OIA/ funding requirements; maintaining the records of inward and outward entry of finance related documents; managing OIA On-campus accommodation; working extra hours to meet deadlines (if required) and any other task may also be allocated – as and when required.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 34,000/- per month**. The selected candidate shall be entitled to health insurance. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

**How to apply**

Candidates are required to send their detailed Resume/Bio-data to oia@info.tiss.edu on or before 27 October 2022 (3.00 pm).

The short listed candidates will be communicated by an e-mail or phone to appear for test/interview to be held in first week of November 2022 at the Office for International Affairs, TISS Naorji Campus, Mumbai.

Candidate should bring the following documents with them at the time of interview:

1. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
2. Latest CV
3. Passport Photo – 02

4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters (Mandatory)
7. Recommendation Letters (Min. 02)

**Other conditions:**

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- 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 position is unreserved, but candidates belonging to reserved category can apply.
- 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 institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.
- 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).

**Officiating Registrar**