



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

ADVT/ADMN/TISS-GC/Sept/2023

Date: 11 September 2023

Required Counsellor (one post) and Library Assistant (one post) on Contract Basis at TISS-Guwahati Off-Campus.

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 50 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.

TISS Guwahati Off-Campus offers academic programmes viz., BASS, M.A., M.A.S.W and doctoral Programmes. The programmes focuses on humanistic aspects of Social Sciences blended with logical reasoning of the natural sciences, with a combined emphasis on the faculties of imagination and creativity as well as of rigorous and critical thinking.

The Institute invites applications for following positions on Contract Basis at TISS Guwahati Off-Campus. The contract shall initially be up to 31st May 2024 and shall be extendable on performance of candidate and requirement by the Institute.

Details of the posts:

Sl. No	Position	No. of post	Essential Qualification	Desirable Qualification	Age Limit	Salary Rs. Per Month
1	Counsellor	1 (one)	Master's Degree in Clinical Psychology / MA in Counselling / MA in Counselling Psychology with at least 55% aggregate marks from a recognized University Or	1. Minimum work experience of Counselling for one year. 2. Good communication skill in English and Hindi	No bar	25,000/- to 30,000/-

Sl. No	Position	No. of post	Essential Qualification	Desirable Qualification	Age Limit	Salary Rs. Per Month
			Master's in Social Work with specialization in Counselling with at least 55% aggregate marks from a recognized University			
2	Library Assistant	1 (one)	Bachelor/Master Degree in Library and Information Science with at least 55% aggregate marks from a recognized University.	1. Minimum one year experience in handling library works like cataloguing, classification and data processing, library related software, and digital library. 2. Good communication skill in English and Hindi. Preference will be given to candidates willing to work in rotational shift i.e. including working in the evening hours.	21 to 32 years	18000/-

General Conditions:

- The Institute reserves the right to invite candidates for the interview who may not have applied for as per the above procedure and/or not fill up the vacancy advertised.
- 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.
- 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.
- 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).
- The shortlisted candidates shall be required to bring the original certificates of their educational qualifications, work experience and other relevant testimonials for verification while appearing for the Interview.
- The Institute may assign any other role to the selected candidates apart from their normal duties.

How to Apply:

Candidates are required to apply online through the link (**Apply Now**) provided along with this advertisement on the Institute website at www.tiss.edu. The candidates those have already applied to this post advertised with no **ADVT/ADMN/TISS-GC/Sept/2023 dated 05.09.2023** need not apply again. Their applications will be considered as per the rules.

Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.

Application Fee:

Application Fee of Rs. 500/- to be paid online. Application fee for SC/ST/PwD candidates will be Rs. 125/-, if they submit / upload required certificate along with the application form. **The women applicants are exempted from payment of application fees.** The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

Important Dates:

Last date of application	:	20 September 2023
Date of Interview	:	To be notified to the shortlisted candidates later.

Note: Selected candidates has to join within 15 days of selection.

**Sd/-
Officiating Registrar**