



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

ADVT/TISS/ADMN/EA/July/2023

14 July 2023

Call for Applications for the Post of 'Executive Assistant' (One Post)
on Contract Basis at TISS, Mumbai Campus

1. **General Information.**

- a) 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.
- b) 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.
- c) 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.

2. **Post Advertised with Scale of Pay / Remuneration & Last Date for Application.**

- (a) Applications are invited for one post of "**Executive Assistant**" (EA) to be filled on **Contractual basis (full time in-office work) for a period of one year initially** and extendable based on performance of the candidate and requirement of the Institute.
- (b) **Monthly Remuneration:** Rs 50,000 to 60,000 per month (commensurate with educational qualification and work experience).
- (c) **Last Date of Filling of Online Applications:** **30 July 2023**
- (d) **Location: Mumbai**

3. **Essential Qualification & Experience.**

- (a) Master degree in Social Sciences, Management, Journalism and Communications or related fields. Graduates with excellent documentation and communication skills may be considered if such skills are proven at the screening level.
- (b) 2-3 years' administrative work experience at the middle level in large institutions / firms or work with senior officials of such firms. Experience in academic institutions will be an added advantage.
- (c) Even if you meet the required academic qualification and experience as above, following skills and proficiencies are essential requirements for the ideal candidate:

- Proficiency in MS office with good ability to prepare impressive word documents, operate excel files and prepare and make effective power point presentations.
- Excellent written and oral communication in English
- Knowledge of Hindi and Marathi will be added advantage
- Self-motivated with dynamism and flexibility
- A team player with ability to multi-task
- Willingness to work on holidays and weekends, if required

4. **Key Responsibilities**

The EA will function as the overall in charge of the various administrative functions at the office of the Dean Academic Affairs. The specific roles include (but not limited to);

- Coordinate various functions and activities of the office of the Dean Academic Affairs with Deans of Schools, Chairpersons of Centres and DDs of campuses
- Coordinate and follow up various activities with Office of the Director, Deputy Director, Registrar, Deputy Registrars and staff of Academic Section
- Coordinate meetings of committees on behalf of the Dean Academic Affairs and assist the Dean in these meetings
- Prepare data sheets, presentations (power point) and documents required from various meetings and committees
- Prepare minutes of meetings and follow up on actions emerging from the meetings
- Prepare and collate all documents related to Academic Council, Continuing Education and Development Cell, Facilitation Committee and other committees
- Prepare and collate background documents related to routine functions of Academic section
- Prepare press briefings, Social Media posts and mass media inputs
- Help academic section in managing and maintaining data related to students and academic programmes
- Attend to routine enquiries to Office of Dean Academic Affairs
- Any other work assigned by the Dean, Director or any other official from time to time.
- Maintain records, reports and files related to the functions of the office of Dean, Academic Affairs.
- Maintain confidentiality required for official and sensitive matters related to admission, examinations and other related functions of the office of Dean, Academic Affairs.

5. **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.

6. **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 will 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 are encouraged to 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.

- (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.
- (f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- (h) No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.
- (i) 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).
- (j) The post is purely contractual and the term of the Contract Position will be one year, extension, if any, will be given after assessing the suitability and performance of the selected candidate post one-year tenure on the post.

7. Application Process and Interview:

- (a) Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website www.tiss.edu.
- (b) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (c) Short-listed candidates may be invited for a Written Test at the Institute premises for evaluating their proficiency and skills. Candidates qualifying the Written Test may be interviewed on the same day.
- (d) TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.
- (e) Candidates will be informed over e-mail and/or mobile phone to appear for the Written Test / Interview to be conducted at TISS, Mumbai.

Sd/xxxx