



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/LDC/March/2021

10 March 2021

REQUIRED LOWER DIVISION CLERK TO BE FILLED ON CONTRACT

1. TISS invites applications for the post of **Lower Division Clerk (LDC)** to be filled on contract basis for the period of one year.
2. **Remuneration:** Consolidated salary of Rs. 20000 to Rs 25000/- (Commensurate with the qualification and experience).

3. Job Description:

The LDC would be placed with Personnel and Administration Section of the Institute. S/he will assist in handling matters related to the Projects of the Institute. S/he will also be responsible for maintaining records for various projects, staff appointments, renewals, leave records etc. The person has to handle other administrative requirements and to co-ordinate with the other administrative sections of the institute.

Eligibility Conditions For the Post

4. Essential Qualifications:

Bachelor's Degree in any Discipline with first class plus 3 years of work experience under Teaching/Research Institution in handling administrative assignments.

5. Desirable qualification:

- I. Candidates with Masters degree and administrative experience in Teaching/ Research Institution.
- II. Should have skills of operating MS Office, internet etc.
- III. Excellent communication skills.
- IV. Ability to work in a team.

6. Application Procedure:

The candidates may send their updated CV by an e-mail to personnel@tiss.edu with the Subject Line : "Application for LDC - contract".

8. Last Date of Application: 21 March 2021

9. Interview:

Only shortlisted candidates will be informed by an e-mail/mobile phone to appear for the online interview on zoom platform to be held on March 25, 2021 at 10.00 a.m. The link for online interview will be shared with the shortlisted candidates on March 23, 2021.

7. 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, who may not have applied for the vacancy as per the above procedure.

(b) 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.

(c) 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.

(d) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(e) No TA/DA is payable for appearing for the interview.

Note: The selected candidate has to join within 7 days of selection.

Sd/xxxx
Registrar