



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

## **Employment Notification for the Post of REGISTRAR**

Date: 12/04/2019

The Tata Institute of Social Sciences (TISS) has been promoting excellence in education and research in social sciences in India since 1936, through its teaching, research and field action programmes. The Institute was set up on the foundational belief that scholarship, education and developing human service professionals to address issues and problems faced by society was vital for a nation.

TISS was one of the earliest institutions to be recognized as an institution Deemed to be University in 1964 to further teaching and research in the inter-disciplinary areas of Social Sciences and has continuously developed and offered pioneering courses in applied, trans-disciplinary, and inter-disciplinary studies in social sciences.

TISS is a centrally funded public university, and the University Grants Commission provides the Institute's Plan and Maintenance Grants. It operates from four campuses located in Mumbai and Tuljapur (Maharashtra), Guwahati (Assam) and Hyderabad (Telangana). All the campuses have major ongoing research projects, collaborations with the Central and State Governments, industry and civil society organizations, and international agencies. The Institute has over 4,500 students on roll; with nearly one-fifth being Doctoral Scholars.

TISS seeks to appoint a full-time **Registrar** with an outstanding track record in administration and governance.

### **Essential Educational and Other Requirements:**

- (1) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale.
- (2) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

**OR**

Comparable experience in research establishment and/or other institutions of higher education.

**OR**

At least 15 years of administrative experience of which at least 8 years was as a Deputy Registrar or an equivalent post. (Level 12 /13 of pay matrix as per 7<sup>th</sup> CPC)

**Desirable:** Preference will be given to candidates with experience in Universities and centrally funded educational/ research institutes.

**Age limit:** Not more than 57 years of age as on the closing date for receipt of applications of this advertisement.

**Salary and Service Conditions:**

1. The initial pay will be fixed in Level 14 of the 7<sup>th</sup> CPC Pay Matrix plus other usual allowances as per the norms of the UGC and the MHRD.
2. The appointment will be on a tenure basis for a period of five years or up to the age of 62 years, whichever is earlier and renewable.
3. Service conditions will be as per the Bye-laws of the Institute and other condition as prescribed by UGC/MHRD from time to time.
4. It is mandatory for the Registrar to reside on campus in the quarters reserved for the position.

The Registrar shall be entitled to following facilities:

- Water, power, and rent-free furnished residential accommodation (The Institute will maintain the residence).
- Car for official purposes and mobile phone and telephone service (with STD/ISD facility) at residence as per ceiling fixed from time to time.

**Procedure for Applying Online:**

- Apply Online: <http://recruitmentdr.tiss.edu>
- Pay application fee of Rs. 2000/- (for those belonging to SC/ST/PWD categories this fee is Rs. 500/-), online through the payment gateway.
- Please email to [personnel@tiss.edu](mailto:personnel@tiss.edu) in case of technical difficulties. Mention the contact number and a short description of problem faced in the email. Your query will be responded within 24 hours. Hard copy of the application, submitted online, and duly signed by the applicant, should be sent by Registered/Speed Post to: **The Deputy Registrar (P&A), Recruitment Cell, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, MUMBAI 400088** before the last date for receipt of applications i.e. May 10, 2019.
- “**Application for the Post of Registrar, TISS**”, should be superscribed on the envelope.
- The Institute is not responsible for postal delays.

**Important Dates:**

- The online application will open on April 12, 2019, and close on May 3, 2019.
- Last date for receipt of hard copy printout of the online application, along with relevant enclosures, is May 10, 2019.

**Other instructions:**

- Incomplete Application Forms will not be considered at all.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
- Those already in employment should apply “Through Proper Channel” and or produce a “No Objection Certificate” at the time of the interview.
- The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The Institute shall restrict the candidates to be called for interview to a reasonable number on the basis of qualification and experience higher than the minimum prescribed or by any other conditions that it may deem fit.
- Relaxation in age, qualification, etc., is applicable only to SC/ST/OBC/EWS/PWD. However, the Institute reserves the right to relax any of the qualification, experience, age etc., in exceptionally deserving cases on the recommendation of the Screening and Selection Committee.
- Persons serving in Government Departments, Autonomous Organisations, CFTI, HEI and other Educational Institutes, etc, may also apply through proper channel, for appointment on deputation.
- No interim queries regarding interview/selection will be entertained.
- Application from interested and eligible candidates will be received only in online mode. Hard copy of the application/nomination submitted online, and duly signed by the applicant along with self-attested copies of certificates and enclosures in support of their claim should be sent by Registered/Speed Post to: **The Deputy Registrar (P&A), Recruitment Cell, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, MUMBAI 400088 .**
- Only Shortlisted candidates will be called for the interview.

<b>START OF ONLINE APPLICATION</b>	<b>April 12, 2019</b>
<b>LAST DATE FOR ONLINE APPLICATION</b>	<b>May 3, 2019</b>
<b>LAST DATE FOR RECIEPT OF HARDCOPY PRINT OUT</b>	<b>May 10, 2019</b>

Sd/-  
Registrar