



**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. NO.TISS/ NON-TEACHING/JUNE/2022**

**NOTIFICATION – NON-TEACHING POSITION of REGISTRAR**

Date: 07/06/2022

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 are vital for a nation.

TISS was recognized by University Grants Commission (UGC) as Deemed to be University in 1964 to further teaching and research in the inter-disciplinary areas of Social Sciences. Since then it 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 that receives its Plan and Maintenance Grants from the UGC. 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 5000 students on roll including doctoral scholars.

**TISS invites applications from Indian nationals to the post of REGISTRAR in Pay Level 14. The Institute is seeking to appoint an Officer with vision, initiativeness and drive to lead reforms and introduce best practices, and having the requisite abilities, dynamism, and strength of character to function as Registrar- Head of administration. The details are given below:**

**A. Registrar – 1 UR – Mumbai Campus**

**Eligibility Criteria:**

1	Name of Post	<b>REGISTRAR</b>
2	No. of Post	1
3	Classification	Group – A
4	7th CPC Pay Matrix	<b>Pay Matrix Level -14</b>
5	Age Limit for Direct Recruits	<b>Preferably below 57 years as on closing date of advertisement</b>
6	Tenure	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. Eligible for re-appointment after due selection process if fulfilling age criteria.
7	Education and other qualifications required for direct recruits	<p><b>Eligibility:</b></p> <p>(1) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>(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.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 15 years of administrative experience of which at least 8 years shall be as a Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Preference will be given to candidates with experience in universities and centrally funded educational/ research Institutes and having knowledge and experience of handling General Administration, Financial Management, Human Resource Management, Materials Management, Legal Issues, Resource Mobilisation and/or other related matters connected with General Administration. Additionally, candidates with experience of establishing administrative systems as part of setting up new campuses/off-campus of universities will be preferred.</p> <p>Candidates with Ph.D./LLB/Post Graduation in Management (with specialization in Human Resources or Organizational Development) will be preferred. Knowledge of Computer Applications is essential. Good letter drafting skills for communication with all types of stakeholders would be considered as an added advantage.</p>

<b>1. S.N.</b>	<b>GENERAL INSTRUCTIONS:</b>
2.	Applicants are advised to submit applications through online only.
3.	The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data for all including non-shortlisted candidates for only three months after completion of recruitment process.

4.	<p>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 reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be higher than the minimum prescribed as decided by duly constituted Screening Committee/s and approved by the Competent Authority. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post/ Registered Post/Courier service/e-mail. No correspondence will be made with applicants who have not been short- listed/not called for interview.</p> <p><b>The Institute reserves the right to adopt stringent criteria for shortlisting candidates to be called for interview either by conducting a written test or adopting a marking system as approved by Competent Authority.</b></p>
5.	Applicants to the post should not have any vigilance/disciplinary cases pending/contemplated against them in any Govt. or Private Organizations. In such cases, application shall not be considered or scrutinized. The candidate should not have been convicted at any time, by any Court of Law.
6.	The Institute reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of the post. Candidates shall not claim it as a right.
7.	Selection will be made on the basis of candidates' previous record and performance in the interview. The Institute may utilize seminar /colloquium/Lecture and/or any other mode as a supplementary method in selection process.
8.	The candidate/applicant, if called for test/interview, is required to submit a ' <b>NO OBJECTION CERTIFICATE</b> ' obtained from his/her employer to the Institute at the time of interview.
9.	Experience and qualifications will be reckoned as on the last date of submission of applications. The Application Form without uploading of relevant supporting enclosures will be out rightly rejected. No correspondence will be entertained in this regard.
10.	The Institute also reserves the right to select candidates with higher qualifications than what is specified or to select candidates who have not applied for the posts or those with different specialization.
11.	No application of a probationer for employment in other organisation shall be forwarded.
12.	Canvassing or influencing in any form on behalf of the candidate will disqualify candidature. Institute reserves the right to take appropriate action against uncalled for influence and threat.
13.	Service conditions will be as per the Bye-laws of the Institute and other condition as prescribed by UGC/MoE from time to time.
14.	The candidates selected for appointment are expected to join within 30 days of issue of appointment letter.
15.	In case of any inadvertent error in the process of selection, which may be detected at any stage even after the issuance of appointment letter, the Institute reserves right to modify/withdraw/cancel any communication made to the candidate.
16.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

17.	The Institute shall have the right to withdraw the advertisement of post or complete advertisement due to administrative reason(s).
18.	In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted to the <b>High Court, Mumbai.</b>
19.	The eligible and interested persons may apply on-line in the format available on the Institute website <a href="http://www.tiss.edu">www.tiss.edu</a> . Applications sent via any other mode will not be accepted. No hard copy of the application form is required to be sent.
20.	<b>PAYMENT OF APPLICATION FEE &amp; SUBMISSION OF FILLED IN APPLICATIONS:</b>
21.	Application Fee: Rs. 1,000/- for General, OBC, EWS category and Rs. 500/- for SC/ST/ PWD (Divyang)/ candidates. Fee must be submitted through Online Mode only.
22.	Please fill in all the information correctly on the on-line portal in the given format and deposit the fee as prescribed (Important: Part payment or delayed payment after due date will not be considered).
23.	Candidates are required to upload the documents, Photograph, Signature etc. as per the size limit given in online application form.
24.	The candidates are required to visit the website <a href="http://www.tiss.edu">www.tiss.edu</a> of the Institute periodically for any updates on the said recruitment.
25.	<b>The online applications shall open from - <u>08<sup>th</sup> June, 2022</u></b>
26.	<b>The last date for receipt of online applications is - <u>8<sup>th</sup> July, 2022 till Midnight</u></b>
27.	The applicants are advised to visit the Institute website <a href="http://www.tiss.edu">www.tiss.edu</a> regularly. Any addendum/corrigendum shall be posted only on the Institute website. The list of candidates shortlisted for further participation in the selection process such as Interview/Seminar/Presentation etc. will be displayed on the Institute website. No separate communication/intimation in this regard shall be made by the Institute.
28.	The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
29.	<b>The candidate(s) may also apply through deputation mode of appointment.</b> The Essential and Desirable qualification shall remain the same for deputation mode of appointment. For applying to deputation mode the candidate(s) has to forward through the organization the print out of online submitted application along with the attested copy of five years of APAR and certificates/testimonials towards educational qualification and experience certificate and to be sent through proper channel to :-P&A SECTION, TISS, CHEMBUR, MUMBAI-400088 superscribing on the upper middle of the envelope "APPLICATION FOR THE POST OF REGISTRAR ON DEPUTATION MODE". Late applications shall not be considered. However, such application(s) will be considered under direct recruitment mode. Candidate is required to send hard copy of application along with 5 years of APARs only on deputation mode of appointment within the last date. No need to send hard copy of the application in case of direct recruitment. Candidate sending application on hard copy without filling online shall be rejected.
30.	In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment at any stage or at any point of time, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.

31.	Interview for the post and related Seminar/Presentation etc. will be conducted in-person in the Institute's Main campus-Mumbai. Request for interview/ presentation through Video Conferencing/online mode or in any other mode will not be considered. However, Institute may consider the same depending upon the situation due to outbreak of COVID-19.
32.	<b>SC/ST shortlisted candidates called for Interview shall be eligible to claim for reimbursement upto 2<sup>nd</sup> AC fare by the shortest distance/route.</b>
33.	<b>In case of any technical problem faced by the aspiring candidate(s) while applying online, they must write mail on <a href="mailto:personnel@tiss.edu">personnel@tiss.edu</a></b>
34.	<p><b>PLEASE NOTE THAT CANDIDATES NEED NOT SEND HARD COPY PRINT OUT AFTER SUBMISSION OF ONLINE APPLICATION TO THE INSTITUTE EXCEPT FOR THAT APPLYING ON DEPUTATION BASIS.</b></p> <p><b>Based on the declaration made by the candidate in their online registration form/application form, they will be provisionally declared eligible to appear for the selection process. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results/shortlisting. All selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification as prescribed including verification from original and others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed, and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.</b></p>

**Registrar**