



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

ADVT/TISS/ADMN/ACAD./APRIL/2024

15 APRIL, 2024

Applications are invited for the following Non-Teaching Post on Contractual basis:

1. General Information.

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 four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree 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.

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

(a) Applications are invited for the following posts **to be filled on Contractual basis for a period of one year initially** and extendable based on performance of the candidate and requirement of the Institute:

1. **Assistant (Communication)**
2. **Assistant Cum Data Entry Operator**

(b) **Monthly Remuneration:** Rs.25,000 to 30,000 per month (commensurate with educational qualification and work experience).

(c) **Last Date of Filling of Online Applications:** **25th APRIL, 2024**

(d) **Location:** Mumbai

3. Essential Qualification, Experience and Responsibility of the Post

Sr	Name of the Post & Essential Qualification & Experience	No. of Post	Key Responsibility
1	<p>Assistant (Communication)</p> <p><u>Essential Qualifications:</u></p> <ul style="list-style-type: none">• Bachelor's Degree in any discipline with 55% of Marks.• One year Experience of Work with Senior Officials of Large Firms/ Institutions. <p><u>Desirable Qualifications:</u></p> <ul style="list-style-type: none">• Work Experience in Academic/ Research Institutions.• Proficiency in MS Office, ERP work.	03	<p>The Assistant (Communication) will function as one of the important functionary of TISS Care (Communication Support Center for admission related activities). The specific roles include (but not limited to);</p> <ul style="list-style-type: none">• Assist the TISS Care center to attend telephonic queries and make outgoing calls. Should be prompt to reply on emails with respect to admission queries.• Guiding walk-in candidates, students and parents to the concerned office.• Maintaining MIS reports on daily basis. Proficiency in Computer Operations.

Sr	Name of the Post & Essential Qualification & Experience	No. of Post	Key Responsibility
			<ul style="list-style-type: none"> • Maintain good rapport with the team at work place • Prepared to work in shift duty (9am to 5pm / 10pm to 6pm / 11am to 7 pm from Monday to Saturday) • Willing to work on Sundays and Public Holidays whenever required. • Proficiency in MS office with good ability to prepare word documents and operate data excel files. • Excellent written and oral communication in English and Hindi • Knowledge of Marathi will be added advantage • Self-motivated with dynamism and flexibility • A team player with ability to multi-task
2	<p><u>Assistant Cum Data Entry Operator</u></p> <p><u>Essential Qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in any discipline with 55% of Marks. • One year Experience. <p><u>Desirable Qualifications:</u></p> <ul style="list-style-type: none"> • Knowledge of MS Word, Excel spread sheet, presentation etc., 	01	<p>Assistant Cum Data Entry Operator will work under the supervision of the Academic & IT Section. His/her duties will be as prescribed for the post and as may be assigned by the authorities of the Institute from time to time. However, a brief description of the duties is mentioned below for information.</p> <ul style="list-style-type: none"> • Maintaining the job follow-up as per the schedule. • Prepared to work from Monday to Saturday from 10.00 am to 6.00 pm or beyond the office hours as per work requirement • Willing to work on Sundays and Public Holidays whenever required. • Self-motivated with dynamism and flexibility • Proficiency in MS office with good ability to prepare word documents and operate data excel files. • Excellent written and oral communication in English and Hindi • Knowledge of Marathi will be added advantage • A team player with ability to multi-task • Should be prepared for transfer at the discretion of the Institute on the administrative posts having different nature of duties and different office hours but having similar pay-scales, without claiming any additional remuneration within Mumbai Campus.

4. 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) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) 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.

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. Application Process

- (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 must provide their Gmail ID in Online Application Form.**
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (d) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation.
- (e) **Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.**

7. Selected candidates are expected to join duty within 15 days.

Sd/xxxx

Officiating Registrar