

ADVT/TISS/ADMIN.ASST./JAN./2024

Dated: 30th January, 2024

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

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.

The Institute invites interested candidates to apply for the post of Administrative Assistant to be filled on contract basis for a period of Six Months and extendable based on performance of the candidate and requirement of the Institute.

Name of the Post	Administrative Assistant
No. of Post	03
Consolidated Salary	Rs. 25,000/- per month depends upon Merit/ Experience.
Age Limit	Preferably below 45 Years as on 15th February, 2024
Location	Mumbai Campus
Last Date of Filling of Online Applications	15th February, 2024
Educational Qualification and Experience	Graduate/ B.A/ B.Com./ B.Sc. with MSCIT, Typing Speed of 30 w.p.m. from Government recognized Institution and minimum One year Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ Schools. The candidate should have good knowledge in all aspects of administration, Secretariat, Transport, Despatch and experience in working in ERP environment.
Desirable Qualification	Knowledge of LTC, CEA, Pay fixation, Pension, Leave, Gratuity, Service book etc. Possessing good written and oral communication skills in English language will be given preference. Should have proficiency in Word, Excel, Powerpoint etc.

	<p>Work experience in students Admissions, Examinations, Student Management System. Assist in Convocation ceremony prepare degree certificates, and process requests for medals, shields and awards.</p>
<p>Work Condition</p>	<ul style="list-style-type: none"> ● Work in Admissions Wing like conduct document verification, mapping of fee in Student Management System, etc. ● Work in Examinations Wing like preparing examination timetable, assigning invigilation duty, processing supplementary, improvement and revaluation requests of students, etc, ● Assist in organizing Convocation ceremony like follow up with results, prepare degree certificates and process requests for medals, shields and awards. ● Prepare transcripts, bonafide certificates, railway concessions, scholarship letters and assist in organizing Institute Day ● Coordinate amongst Schools/Centre and off-campus. ● Maintaining job follow-up as per the schedule and for the assigned tasks. ● Prepared to work in Student Management System (SMS) portal for students. ● Proficiency in MS office with good ability to prepare word documents and operate data excel files. ● Prepared to work from Monday to Saturday from 10.00 am to 6.00 pm or beyond office hours as per work requirement. Willing to work on Sundays and Public Holidays whenever required. ● Prepared to work in shift duty (9am to 5pm / 10pm to 6pm / 11am to 7 pm from Monday to Saturday) in TISSCARE. ● 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. ● Discretion and trustworthiness: will often be party of confidential information. ● Should be prepared to carry/deliver papers/documents relating to his/her Section to faculty and other officials of the Institute whenever required. ● 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. Maintain good rapport with the team at work place

Other Conditions.

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.
- (b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
- (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 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.
- (d) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
 - (a) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
 - (b) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
 - (c) 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).

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.

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.
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.**

Selected candidates are expected to join duty within 15 days.

**Sd/xxxx
Deputy Registrar (P&A)**