



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/MO/DECEMBER/2021

9st December 2021

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

1. General Information.

(a) 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 NIRF 2021 rank of 37 among Indian Universities and 70 overall.

(b) With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. programmes).

(c) 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 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.

(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:** **25 December 2021**

(d) **Location: Mumbai**

3. Essential Qualification, Experience and Responsibility of the Post

S. N.	Name of the Post & Essential Qualification & Experience	No. of Post	Key Responsibility
1	<u>Assistant (Communication)</u> Graduation in any discipline with minimum of 55% marks in the aggregate. 2-3 years' work experience at the middle level in large institutions /	02	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);

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	<p>firms or work with senior officials of such firms. Experience in academic institutions will be an added advantage.</p> <p>Even if the candidate meet the required academic qualification and experience as above, the following skills and proficiencies are essential requirements for the ideal candidate:</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. • 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 (IT)</u></p> <p>Master/Bachelor's Degree in Computer Science/ Application/ IT with minimum of 55% marks in the aggregate.</p> <p>2-3 years' work experience at the middle level in large institutions / firms or work with senior officials of such firms. Experience in academic institutions will be an added advantage.</p> <p>Even if the candidate meet the required academic qualification and experience as above, the skills and proficiencies are essential requirements for the ideal candidate:</p>	04	<p>The Assistant (IT) will function as one of the important functionary of Academic & IT Section (Admission and Examination related activities). The specific roles include (but not limited to);</p> <ul style="list-style-type: none"> • Knowledge of understanding the code written in programming language(s). • Ability to understand the functions in applications, understand the issues raised by the users, analyse and provide a report. • Very good knowledge in Microsoft Excel and Word. • Working in ERP/SMS Portal • Knowledge of version control and project management systems. • Ability to manage email-communications and task management. • Excellent written and oral communication in English and Hindi • Knowledge of Marathi will be added advantage • Maintain good rapport with the team at work place.

S. N.	Name of the Post & Essential Qualification & Experience	No. of Post	Key Responsibility
3	<p><u>Assistant Cum Data Entry Operator</u></p> <p>Bachelor's Degree in Computer Science/ Application/ IT with minimum of 55% marks in the aggregate with one year's experience and knowledge in using word processing, spread sheet, presentation etc., and working knowledge on web based applications.</p>	03	<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"> • Prepared to work from Monday to Saturday from 10.00 am to 6.00 pm or beyond the officer hours as per work requirement • Willing to work on Sundays and Public Holidays whenever required. • Self-motivated with dynamism and flexibility • A team player with ability to multi-task • Discretion and trustworthiness: will often be party of confidential information • Flexibility and adaptability to new job environment <ul style="list-style-type: none"> • Maintaining the job follow-up as per the schedule. • Maintaining and using different system utilises like Request Management Systems, Project Management Systems etc. • Should be prepared to do out door official duties such as collecting information/documents etc. from any offices • Operating of different system packages. • Input and verification of data before or during execution of programmes. • Should be prepared to carry/deliver papers/documents relating to his/her Section to faculty and other officials of the Institute whenever required. • Prepared to work from Monday to Saturday from 10.00 am to 6.00 pm or beyond the officer 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

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			<ul style="list-style-type: none">• A team player with ability to multi-task• Discretion and trustworthiness: will often be party of confidential information• Flexibility and adaptability to new job environment• 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.

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 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. There is no application fee for the above post.
- (b) 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/skill test at the Institute premises for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/skill test to be conducted at TISS, Mumbai.

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

**Sd/xxxx
Registrar**