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/TISS/ADMIN/PM/HC/DEC/2024 **19-12-2024**

Applications are invited for the Post of "Admin and Accounts Manager"

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University and a Grant-in Aid Institute under Ministry of Education, 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 campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. 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.

Institute invites interested candidates to apply for the post of "Admin and Accounts Manager" to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and the requirement of the Institute.

Name of the Post	**Admin and Accounts Manager**
No. of Post	01
Consolidated Salary	Rs.40,000
Age Limit	Preferably below 50 years
Location	Hyderabad Campus
Last Date of Filling of Online Applications	**31st January, 2025**
Educational Qualification and Experience	**Essential** Master's Degree and five year of work experience in Administration/ Finance and Accounts etc.
	Desirable: Experience of working in any University/Institute. Proficiency in English and good communication skills.

Other Conditions.

(a) The Institute reserves the right to not fill up the vacancy advertised, to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure. The institute also reserves write to offer a position with lower designation and pay as per the suitability of the candidate.

(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.

(f) 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 age 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 250/-, if they upload the required Certificate in the Online Application Form. Women 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

Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website **www.tiss.edu**.

(a) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.

(b) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.

(c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at TISS, Hyderabad.

Selected candidates are expected to join duty within 10 days of receipt of offer letter.

Sd/xxxx
Officiating
Registrar