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)

Recruitment Notice for the post of Academic Assistant

Walk-in Interview - 7th January, 2020 at 11.30 AM

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed to be University fully funded by the University Grant Commission (UGC), Government of India. TISS offers Master Degree Programmes, M. Phil. And PhD Programmes in the field of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. The Institute is currently looking for bright candidate to work with TISS Care, Call Management Centre.

Responsibilities:

1. Assist the TISS Helpline to attend telephonic queries and conduct outgoing calls.
2. Should be prompt in replying to emails with respect to admission queries.
3. Counselling about the various programmes offered at TISS to students and parents.
4. Maintaining MIS reports on daily basis.
5. Should be able to maintain a good rapport with the team at work place
6. Should be ready to work in shift duty (8am to 4pm / 12pm to 8pm)
7. Should be also ready to work on Sundays and Public Holidays whenever required.
8. Should have warm personality with strong communication skills.
9. Ability to collect information and communicate through mail.

Requirements:

1. Candidates should have passed graduation in any discipline with minimum of 55% marks in the aggregate.
2. Candidates having good command over English, Hindi & Marathi (Read and

Write) need only to apply.

3. Candidates having experience in relevant field will be given preference.

Salary :

- Total emoluments: Rs. 20,000/-

Note:

ITSMC, 5th floor, library building
Tata Institute of Social Sciences
V. N Purav Marg, Eden Gardens, Deonar,
Mumbai, Maharashtra.

Date & Time: 7th January, 2020 at 11.30 AM