



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

ADVT. REF. NO.TISS/Admin-Cum-Account Assistant, September 2016

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a Deemed University wholly funded by the University Grants Commission, Government of India. TISS offers 53 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2015-2016 batch.

Applications are invited for one **post** of “**Admin- Cum- Account Assistant**” for the Technical Assistance and Research for Indian Nutrition and Agriculture (TARINA) program led by Tata-Cornell Agriculture and Nutrition Initiative (TCi) project at TISS Mumbai for a period of one year. The staff hired for the said position will be paid consolidated salary of Rs. 22,000/- to 27,000/- per month depending on the work experience.

The candidate must possess a Bachelors' degree in Commerce with minimum of 55 % aggregate marks and at least 3 years of work experience in handling accounts and administration matters. Age not exceeding 35 years. However, there shall be no age limit for the candidates those are already in employment.

The position hired will be responsible for

1. Administrative responsibilities will be as follows -

- Keeping track of program work plans, timelines and deliverables of research projects.
- Keeping track of the travel of TCi-TARINA staff and researchers in India and abroad and providing support through the secretariat for their administrative needs in India.
- Assist the secretariat with the planning of various events like meetings, workshops, conferences etc. pertaining to activities of TCi-TARINA.
- Liaison and work closely with the administration, finance and other departments at TISS for performance of duties pertaining to the secretariat.
- Provide support for preparation and tracking of documents, communications, reports etc pertaining to the secretariat.
- Liaisoning with various agencies and organizations to provide logistical and administrative support to TCi-TARINA projects across India.

2. Accounts related responsibilities will be as follows-

- Submission and processing of the expenditure bills for the payment in TISS Account Section. Also to also work closely with the Finance and Accounts team at TISS.
- Verify, allocate, post and reconcile transactions related to project expenses.
- Maintain financial records pertaining to the TCi-TARINA project.

The selected candidate will report to the Associate Director, Tata-Cornell Agriculture and Nutrition Initiative (TCi).

Last date of Receipt of Application: 18th September, 2016.

Send your resume by an e-mail to maya.nair@tiss.edu.

Interview: The short-listed candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted in the **first week of October 2016** at TISS, Mumbai.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to reserved categories can apply.
- Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.
- 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.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.
- 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).

The selected candidate has to join with in ten days of intimation of selection by the Institute

Registrar