

22 March, 2021

TISS/ADVT/CSR-PROJECT/MARCH 2021

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 50 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action

The Institute invites interested candidates to apply for the post of **Administrative cum Accounts Assistant** to be filled on contract basis for a period of six months (may be extended for further period).

- 1. Administrative cum Accounts Assistant:**
Consolidated Salary of Rs. 25000 – Rs. 30000/- per month.

Age: Below 40 years as on 28th February, 2021.

Qualification and Experience – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Bachelor's Degree.

- B.Com with 55% marks.
- Preference will be given to Candidate having M.Com. Degree.
- Atleast 3 years of experience working in Accounts Department, Knowledge of budgeting, taxation, etc.,
- Good Computer Skills.

2. Administrative Assistant

Age limit: Below 32 years as on 28 February 2021.

- **Educational qualification/Experience required: Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Bachelor's Degree.**
- Graduate with minimum 55% marks with MSCIT and TALLY from Government recognized Institution.

- Three years experience in the field of Administration and possessing good written and oral communication skills in English language will be given preference.
- Experience in working in ERP environment shall be necessary. Total emoluments per month: Rs.20,000/- to Rs. 22,000/- **(salary negotiable for candidates having more years of experience and higher qualifications).**

The candidate should have good knowledge in all aspects of administration and experience in working **in ERP environment**. The candidate should have proficiency in Word, Excel.

Last date of Receipt of Application: 30 March 2021.

Interview: The eligible candidates will be communicated by an e-mail and to appear for online interview to be conducted in the **second week of April 2021.**

Apply with a detailed **CV** to **personnel@tiss.edu** with the subject of the email as “Application for **Administrative cum Accounts Assistant / Administrative Assistant, TISS**” by **March 30, 2021.**

Note: Institute reserve the right in shortlisting the candidates. Only short listed candidates will be contacted for interview.

The selected candidate should join within 10 days of intimation of selection.

Sd/

Registrar