



TATA INSTITUTE OF SOCIAL SCIENCES

(Govt. of India funded Multi-Campus Deemed University
under Section 3 of the UGC Act, 1956)

Hyderabad Off-Campus

K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510

Walk-in interviews for Project Position at the TISS Hyderabad off-Campus HYD/PROJECT-UNICEF/March/2023

Date of Interview: 20th March 2023

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well. TISS's off-campus at Hyderabad is the knowledge partner of the UNICEF and TISS Hyderabad entered technical assistance partnership to provide support to department of Health and Family Welfare, WCD and Education in Telangana.

TISS-UNICEF Project inviting the applications for the post of MTS to work under the project on contractual basis. The position is to be filled in initially for a period of **09 months** and may be extended further based on the performance of the candidates and continued relevance of the position to the project.

The details of the position, qualifications required and the job responsibilities are given below:

Multi-Tasking Staff (MTS): Post (1) to be placed at TISS-Hyderabad Off Campus

Eligibility Criteria:

Essential

- SSC or Intermediate Pass
- 2 years of previous experience in similar role
- Language skills in Telugu and Hindi
- Courteous, pleasant and initiates help & support when necessary

Desirable

- Previous experience of working with any organization
- Can Speak Telugu/Hindi fluently.

General Condition

- Age of candidate preferably between 25-35 years.

Remuneration: Consolidated payment of Rs. 17,500/- per month.

Roles and Responsibilities

- Assist TISS-UNICEF team in office functions, filing, organizing files and file movement
- Office up keeping, assist in hospitality and office visitors
- Make necessary arrangements for meetings, workshops and Trainings
- Any other works as assigned by the Project Leader.

Interview: Interested candidates may please report to Mr. Gentela Phanidhar , Admin Cum Documentation Officer TISS-UNICEF Project Hyd on **20th March 2023 by 09.30 am** at the following address:

Tata Institute of Social Sciences, Hyderabad off-campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510
Tel. 7995007701 and 7995007702.

Other Conditions:

- 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.
- The post is unreserved, but candidates belonging to SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed Gol format duly issued on or after 01/01/2016 by the competent authority.
- 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.
- During Interview candidates have to follow the norms of Pandemics.

The selected candidates are expected to join within a week from the date of receiving the appointment letter.

Prof. Gyanmudra
Project Leader and Chairperson, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad off-campus
Hyderabad, Telangana
Tel. 7995007701 and 7995007702.

08rd March 2023

Project Leader