



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

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August 21, 2019

**TISS Invites applications for the position of Junior Office Assistant
for State Project Directorate, Rashtriya Uchcharat Shiksha Abhiyan,
Maharashtra.**

Rashtriya Uchcharat Shiksha Abhiyan (RUSA) is a centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is to be created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

TISS is seeking dedicated, hardworking and bright people to work as Junior Office Assistant with SPD, RUSA Maharashtra.

Type of Contract

The successful candidates will be awarded a fixed-term contract initially for a period of two months extendable further based on performance appraisal of the candidate and requirement of the project.

Position : Junior Office Assistant

No. of Positions: Two

Job Description:

- Preparing note-sheet, letters, meeting minutes, statements, reports, memos, invoices letters, and other documents.
- Maintain inward / outward register.

- Handling basic accounting and bookkeeping tasks.
- Filing and retrieving office records, documents, and reports.
- Helping prepare for meetings.
- Take dictation and accurately recording minutes from meetings.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Manage information flow in a timely and accurate manner
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Act as an office manager by keeping up with office supply inventory
- Uphold a strict level of confidentiality and handle confidential documents ensuring they remain secure
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Any other activity / task as directed by the SPD.

Essential Qualifications:

- B.Sc. / B.Com. from a recognized University / Institute.

Experience:

- 2 years post qualification experience in handling administrative and logistical support.

Skills:

- Proven experience as an assistant or other relevant administrative support experience.
- Excellent written and verbal communication skills in Marathi & English.
- Typing speed of 30 wpm in Marathi and 50 wpm in English.
- Knowledge of Shorthand preferred.
- In-depth understanding of entire MS Office suite (MS-Word, Excel, PowerPoint).
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Attention to detail.

- Desire to be proactive and create a positive experience for others.
- Outstanding organizational and time management skills
- Knowledge of office management systems and procedures
- Up-to-date with latest office gadgets and applications, including printers and fax machines
- Ability to multitask and prioritize daily workload
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry
- High Integrity
- Experience exercising discretion and confidentiality with sensitive office information
- Pleasant Personality
- Problem solving and ability to negotiate with multiple stakeholders

Compensation (Consolidated): Rs. 15,000 to Rs. 20,000/- per month depending on the merit of the candidate as decided by the Selection Committee.

Age Limit : 25 to 30 years

Note :

- The State Project Directorate is located at Mumbai, Maharashtra.
- Candidates should submit a covering letter mentioning the name of the post applied for and how the candidates are best suited for the job along with detailed CV.
- Candidates should provide two references with their contact details.

Interested candidates are invited to mail expression of interest with CV to applytorusa@gmail.com

Last date for submission of expression of interest with CV: **August 30, 2019.**

Shortlisted candidates shall be contacted for interview.

No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.
