



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/JAN/2019

TISS Invites applications for the positions of Office Assistant and 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 Office Assistant and Junior Office Assistant with SPD, RUSA Maharashtra.

Type of Contract

The successful candidates will be awarded a fixed-term one year contract which will include a 6-month probation period. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

1. Position : Office Assistant

No. of Positions: One

Job Description:

- ❖ The office Assistant should have at least 3 years of experience of having worked in handling Administrative and Financial positions.
- ❖ The Office Assistant should have excellent command over written and spoken English.
- ❖ Should be able to type in English & Marathi.
- ❖ Handling Accounts payables.
- ❖ General Ledger.

- ❖ Provide Logistical support to the team when required.

Essential Qualification:

- ❖ Graduate with at least 3 years' experience in handling Administrative and Financial positions.

Skills:

- ❖ Excellent organizational skills,
- ❖ Ability to work under pressure
- ❖ Good communication skills
- ❖ Pleasant Personality.
- ❖ Knowledge of data entry & data management.

Compensation (Consolidated) : Between Rs 20,000 to Rs 25,000/- per month.

Age Limit : 25 to 30 years

2. Position : Junior Office Assistant

No. of Positions: One

Job Description:

- ❖ Perform clerical duties, take memos, and maintain files.
- ❖ Organize documents, photocopy, fax, etc. as needed.
- ❖ Type documents, drafts, and reports
- ❖ Prepare in word & out word documents.
- ❖ Oversee mail deliveries, packages, and couriers.
- ❖ Typing routine correspondence provides data entry services.
- ❖ Manage and maintain files, records etc.
- ❖ Assist other staff as required.

Essential Qualification:

Graduate with at least 2 years' experience in handling

Skills:

- ❖ Excellent organizational skills,
- ❖ Ability to work under pressure
- ❖ Excellent written and verbal communication skills in English & Marathi.
- ❖ Highly organized multitasker who works well in a fast-paced environment.

Compensation (Consolidated) : Between Rs 15,000 to Rs 20,000/- per month.

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: **31st January, 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.

Project Leader
