



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

August 13, 2018

TISS/ADVT/GOWARI/AUGUST 2018

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 **Accounts Clerk** to be filled on contract basis for a period of six months for research project title “**Socio-Anthropological Study of Gowari Community of Maharashtra**”.

Accounts Clerk: (one post) – Total Emoluments per month Rs. 20000/-.

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 in Commerce, with MSCIT and TALLY from Government recognized Institution.

At least 2 years experience in the field of Finance and Accounts and possessing good written and oral communication skills in English language will be given preference. Age limit: 18 to 30 years. Experience in working in ERP environment shall be necessary.

Interested candidates may send their

- 1) Application along with copy of Resume and
- 2) at least one reference letter from your earlier employer or any other persons, can submit the hard copies during office hours at:
Room No. 310, 3rd Floor, G-10 – New Academic Bldg. Naoroji (New) Campus, Tata Institute of Social Sciences, Deonar, Mumbai – 400088.

Last date for submission of application with Resume is August 22nd, 2018. Shortlisted Candidates will be called for interview after scrutiny.

Note: Only short listed candidates will be contacted for interview. Any inquiry through telephonic call at TISS reception or through e-mail will not be entertained. Candidates found involved in such inquiry will not be called for the interview round.

Deputy Registrar (P & A)
TISS, Mumbai