

Tata Institute of Social Sciences
Deemed University, fully funded by the University Grants Commission
Ministry of Human Resource Development, Government of India

No.Admn./4/2016

Date: 11.02.2016

Subject : Filling up of One post of Section Officer, Finance & A/cs. in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4600/- and two posts of Assistant, Finance & A/cs. in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/- on deputation.

It is proposed to fill up one post of Section Officer (Finance & A/cs.) in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4600/- and two posts of Assistant (Finance & A/cs.) in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/- on deputation at Tata Institute of Social Sciences, Mumbai.

The eligibility criteria for the post is "Persons holding the post on regular basis with three years service in Pay Band of Rs.9300-34800; Grade Pay of Rs.4200/- and Grade Pay of Rs.2400/- respectively or equivalent". For details and application visit TISS Website (<http://www.tiss.edu>). Interested applicants are requested to send their application alongwith detailed CV through proper channel, so as to reach the Registrar, Tata Institute of Social Sciences, Sion Trombay Road, V.N. Purav Marg, Deonar, Mumbai 400088 within one month from the date of Advertisement. The Concerned Organization should also send the Vigilance Clearance Certificate and Copy of APARs for last 5 years. The application received after last date or incomplete in any manner will not be considered. Maximum age limit is 50 years as on the last date of receipt of applications. The pay and other terms and conditions of deputation will be governed as per Govt. of India rules in this regard.

(C. P. Mohan Kumar)
Registrar

PROFORMA

APPLICATION FOR DEPUTATION TO THE POST OF SECTION OFFICER, FINANCE & A/CS. IN THE PAY BAND OF Rs.9300-34800 IN PB-2 WITH GRADE PAY OF Rs.4600/- AND TWO POSTS OF ASSISTANT, FINANCE & A/CS. IN THE PAY BAND OF RS.9300-34800 IN PB-2 WITH GRADE PAY OF Rs.4200/- IN TATA INSTITUTE OF SOCIAL SCIENCES, DEEMED UNIVERSITY, FULLY FUNDED BY UNIVERSITY GRANTS, COMMISSION, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA

1	Name of the Applicant	:				
2	Name of the Father/Husband	:				
3	Address for communication, Telephone No.(if any)	:				
4	Date of Birth (in Christian Era)	:				
5	Date of appointment in the Central/StateGovernmentService	:				
6	Whether belongs to SC/ST? (If Yes, please mention sub-caste)	:				
7	Date of Retirement under Central/State Govt. Rules	:				
8	Educational Qualifications	:				
9	Whether Educational and other Qualification has been treated as equivalent to the one as prescribed in the rules, state the authority for the same.)	:				
	Qualification / Experience Required	:	Qualifications/Experience possessed by the officer			
	Essential (1) (2) (3)					
10	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	:				
11	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
Sr. No .	Office/Instt./Orgn.	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)
12	Post held at present and whether it is Cadre or ex-cadre post and the date from which held (whether Permanent /temporary)		:			

13	In case the present employment is held on deputation/contract basis, please state:- (a) The date of initial appointment (b) Period of appointment on Deputation/contract © Name of the parent office/organisation to which you belong	:		
14	Additional details about present employment. Please state whether working under :-	:		
	(a) Central Government	:		
	(b) State Government	:		
	(c) Autonomous Body	:		
	(d) Government Undertakings	:		
	(e) Universities	:		
15	Present pay and pay scale	:		
16	A total emoluments per month now drawn	:		
17	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	:		
18	Remarks	:		

Signature of the Applicant with

Date & address _____

Place :

Date : _____

Countersigned _____ **(Employer)**

List of Enclosures.

CERTIFICATE

- i) Certified that the particulars of the officer has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and / or contemplated against the officer. Also it is certified that no any major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified. ~~~~~ ~~~~~

(Signature of the Head of Department with stamp)