



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

Admin/Advt./Feb./2016

February 23, 2016

TISS/ADVT/IRO/FEB/2016
RECRUITMENT NOTICE

Applications are invited for one post of '**Lower Division Clerk**' at the Institute for a period of one year. The primary responsibility will be as follows :

- 1) Assist the IRO to attend telephonic queries and conduct outgoing calls.
- 2) Should be prompt to reply on emails with respect to admission queries.
- 3) Counselling about the various courses offered at TISS to walk-in students and parents.
- 4) Maintaining MIS reports on daily basis.
- 5) Should be able to maintain a good rapport with the team at work place
- 6) Candidate should be also ready to work on Sundays and Public Holidays whenever required.

The consolidated salary will be Rs.16929/- per month. Candidates who have passed graduation in any discipline with minimum of 55% marks in the aggregate and possessing good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Powerpoint and ERP will be given preference. Preference will be given to candidates having relevant experience. Last date of application is March 11, 2016. The selected candidate shall be entitled to Leave, P.F. and medical benefits as permissible under the Institute's rules.

General Conditions:

(a) The Institute reserve the rights to not fill up any of the vacancies advertised; (b) Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview; (c) 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 for the post; (d) Relaxation in educational qualification and work experience for SC/ST/OBC/PWD candidates are applicable as per Government of India rules; (e) No TA/DA is payable for appearing in the interview. The crucial date of determining the qualifications shall be January 31, 2016.

The interested candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

The last date for receipt of application is March 11, 2016. The selected candidate has to join immediately.

Assistant Registrar (Pers. & Admin.)



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RECRUITMENT NOTICE

Applications are invited for the positions of Upper Division Clerk (Finance & Accounts) at the Institute for a period of one year from those who fulfill the educational qualifications as given below:

Candidates should have passed B.Com with at least 55% marks. In addition they should have passed MS-CIT and Tally from a Government recognized Institution. The candidates having work experience in the field of Finance and Accounts will be given preference. Candidates possessing good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Power-point and ERP will be given preference.

The primary responsibility of the UDC (Accounts) will be as follows :

- To manage multiple programmes and handle day to day accounting
- To work with Tally, Excel, Word and Good knowledge of Computers
- Handle administrative payments and receipts
- Prepare Debit note, credit note, invoices and responsible for transactions
- Maintain all Accounting voucher entry, Releasing payments for respective parties, Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers etc
- Maintain Accounts Book on Tally/ Excel / Establish tables of accounts
- To converse with International partners (Good Communication & comprehension skill)

At present the total consolidated remuneration will be about Rs. 21,703/- per month. The selected candidate shall be entitled to Leave, P.F. and medical benefits as permissible under the Institute's rules.

Age: not exceeding 30 years as on the last date of receipt of application.

General Conditions:

(i) The Institute reserves the right not to fill up the vacancy advertised. (ii) Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview; (iii) 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 in any form will lead to the candidate being debarred from consideration for any post; (iv) relaxation in marks, age and work experience for SC/ST/OBC/PWD candidates shall be applicable as per Government of India rules; (v) No TA/DA shall be payable for appearing in the written test/interview. The crucial date of determining the qualifications shall be February 29, 2016.

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be summarily rejected. The interested candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference. **The last date for receipt of application is March 11, 2016.** The selected candidate has to join immediately.

Assistant Registrar (P&A)