



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

ADVT/TISS/HYD/2023/NOV/ADMIN/OA

23.11.2023

Applications are invited for the Post of 'Office Attendant'

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. Programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Institute invites interested candidates to appear for Walk in Interview for the post of Office Attendant' to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and the requirement of the Institute.

Name of the Post	Office Attendant
No. of Post	01
Consolidated Salary	Rs.16,000/-
Age Limit	Preferably Between 25-35 Years
Location	Hyderabad Campus
Date of Walk-in	01.12.2023
Educational Qualification and Experience	• SSC or Intermediate Pass • 2 years of previous experience in similar role • Language skills in English, Telugu and Hindi • Courteous, pleasant and initiates help & support when necessary
Roles and Responsibilities	• Assist in office functions, filing, organizing files and file movement • Office up keeping, assist in hospitality and office visitors • Make necessary arrangements for meetings, workshops and Training • Any other works as assigned from time to time.

Other Conditions.

- a) The position is unreserved, but candidates belonging to reserved category are encouraged to appear for Walk-in.
- b) No queries or correspondence regarding selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- c) It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- d) No TA/DA is payable for appearing for the interview.
- e) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)

Application Process and Interview.

Walk-in Interview will be held on 01.12.2023 from 11.00 am onwards at TISS Hyderabad Off campus near K.B. Sainik School Premises, Brahmannaipalli Road Abdullapurmet Mandal, Turkayamjal, Telangana 501510. Candidates are requested to report by 10.30 am. Interested applicants attending the walk-in interview are requested to bring 01 (one) copy of their resume along with self-attested copy of the Educational and Experience certificates. Further candidates are also requested to bring all originals for verification and their ID proof.

Selected candidates are expected to join duty within 10 days of receipt of offer letter.

Sd/xxxx
Officiating Registrar