



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

**ADVT.REF.NO.02/TISS/NON-TEACHING POSITIONS/MAY/2023**

**NOTIFICATION – NON-TEACHING POSITIONS**

**(Last Date for submission of online Application: 26<sup>th</sup> June, 2023)**

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.

Applications are invited for the following posts from eligible candidates of Indian Nationality, who are keen to pursue a career in TISS:-

| Sr. No. | Name of the Post | Mumbai Campus | Tuljapur Campus | Hyderabad Campus | Guwahati Campus | Total |
|---------|------------------|---------------|-----------------|------------------|-----------------|-------|
| 1       | Registrar        | 1 (UR)        | -               | -                | -               | 1     |

**Eligibility Criteria:**

| 1. REGISTRAR |                                         |                                                                                                                                                                                                                                                                                                            |
|--------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Name of Post                            | Registrar                                                                                                                                                                                                                                                                                                  |
| 2            | Number of Post                          | One (01)                                                                                                                                                                                                                                                                                                   |
| 3            | Category                                | UR                                                                                                                                                                                                                                                                                                         |
| 4            | Classification                          | Group A                                                                                                                                                                                                                                                                                                    |
| 5            | Level of Pay as per 7 <sup>th</sup> CPC | Level-14                                                                                                                                                                                                                                                                                                   |
| 6            | Age                                     | Preferably below 57 Years                                                                                                                                                                                                                                                                                  |
| 7            | Tenure                                  | The appointment will be on a tenure basis for a period of five years or up to the age of 62 years, whichever is earlier. Eligible for re-appointment after due selection process if fulfilling age criteria.                                                                                               |
| 8            | Education and other qualifications      | <b>Essential:</b><br>1. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale from a recognized University/ Institutes.<br><br>2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years' of service in the |

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|  |                   | <p>Academic Level 12 and above including as Associate Professor, along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 15 years of administrative experience of which at least 8 years' shall be as a Deputy Registrar or an equivalent post.</p> <p><b><u>Desirable:</u></b></p> <p>Preference will be given to candidates having</p> <ol style="list-style-type: none"> <li>1. Experience in Universities and Centrally Funded Educational/Research Institutes and having knowledge and experience of handling General Administration, Financial Management, Human Resources Management, Materials Management, Legal Issues, Resource Mobilization and/or other related matters connected with General Administration.</li> <li>2. Experience of establishing administrative systems as part of setting up new campuses/ off-campus of universities will be preferred.</li> <li>3. Knowledge and Experience in Computerized Administration/ Legal/ Finance/ Establishment matters.</li> <li>4. Ph.D./LLB/Post Graduation in Management with specialization in Human Resources or Organizational Development) will be preferred. Knowledge of Computer Applications is essential.</li> <li>5. Good letter drafting skills for communication with all types of stakeholders would be considered as an added advantage.</li> </ol> |
|  | <b>Deputation</b> | <p><b>The candidate(s) may also apply through deputation mode of appointment.</b> The Essential and Desirable qualification shall remain the same for deputation mode of appointment. For applying to deputation mode, the candidate (s) has to forward the application through the organization the print out of online submitted application along with the attested copy of five years of APAR and certificates/testimonials towards educational qualification and experience certificate and to be sent through proper channel to :- PERSONNEL &amp; ADMINISTRATION SECTION, V. N. PURAV MARG, SION-TROMBAY ROAD, OPPOSITE DEONAR DEPOT, TISS, MUMBAI – 400088, superscribing on the upper middle of the envelop" APPLICATION FOR THE POST OF REGISTRAR ON DEPUTATION MODE" . Late application shall not be considered. However , such application (s) will be considered under direct recruitment mode. Candidate is required to send hard copy of application along with 5 years of APARs only on deputation mode of appointment within the last date. No need to send hard copy of the application in case of direct recruitment . Candidate sending application in hard copy without filling online shall be rejected.</p>                                                                                                                                                                                                                                                                                                                 |

**Sd/  
Officiating Registrar**