

	TATA INSTITUTE OF SOCIAL SCIENCES V.N. Purav Marg, Deonar, Mumbai 400 088 (A Deemed University under Section 3 of the UGC Act, 1956)
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March 1, 2017

ADVT. REF. NO.TISS/I CALL/MARCH/2017

RECRUITMENT NOTICE

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents.

The TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

iCALL Psychosocial Helpline, a field action project of Tata Institute of Social Sciences which provides telephone and email based counselling services for emotional distress. Some of the other activities that iCALL is involved with include conducting training and capacity building for various governmental and non-governmental organizations, mental health outreach activities, research projects with various organizations etc.

iCALL has undertaken a project in association with the United Nations Population Fund (UNFPA) to help the Government of Madhya Pradesh in strengthening the integrated counselling centres in all of its 51 districts.

iCALL's wishes to recruit a part time accounts/admin assistant for its project with the UNFPA in Madhya Pradesh. The professional would be hired for the entire duration of the project that is from March 2017 to 31st December 2018. The salary for the same has been sanctioned as Rs. 10,000/- per month by the UNFPA.

The professional would be required to come to work for three days of the week for full day on each of the days. The job responsibilities of the professional would include:

- Raising the invoice for expenditure for each quarter
- Maintaining the bills and receipts for expenditure in each quarter
- Coordinating travel, stay and logistics for Field Work
- Coordinating logistics for trainings conducted within the project
- Maintaining bills and expenditure of each of the participant attending the trainings
- Assisting in Data Entry for the project

Eligibility Criterion:

- Good command over written English and Hindi
- Desirable if the candidate has previous experience of data entry
- **Age limit: 18 to 40 years**

The Institute reserves the right to not to fill up the vacancy 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 written test and 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 qualification, experience and age will be prerogative of the Institute; (e) no TA/DA is payable for appearing in the written/skill test and interview.

GENERAL CONDITIONS:

The Institute reserves the right to: (a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised; (e) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for interview, wherever applicable; (f) no correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing in any form and at any stage of the recruitment processes will lead to disqualification. Persons in employment, called for interview, should bring 'No Objection Certificate' from their present employer without which they will not be permitted to appear in the interview under any circumstances.

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).

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.

The eligible and interested persons may apply on-line

The last date for receipt of application is 10.03.2017.

REGISTRAR