



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/AO-FAP/NOV/2023

06 November 2023

Applications are invited for the Post of 'Accounts Officer - Field Action Projects (FAP)'

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 four campuses at Mumbai (Main), Hyderabad, Guwahati, Tuljapur (Rural Campus), TISS offers over 05 Undergraduate Programmes, 54 Master's Degree Programmes and 20 Ph.D. Programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 34 Bachelor of Vocational Degree 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 apply for the post of "Accounts Officer (FAP)" 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	Accounts Officer – (FAP)
No. of Post	01
Consolidated Salary	Rs. 50000 p.m.
Age Limit	Preferably below 45 years
Location	Mumbai Campus
Last Date of Filling of Online Applications	15th November 2023
Educational Qualification and Experience	Masters in Commerce plus one years of work experience in the area of Accounting, Finance, Projects, Purchases on the post having consolidated salary of at least Rs.40000/-p.m.
Desirable qualification and experience	<ul style="list-style-type: none">• Knowledge of MS Word, MS Excel, and ERP environment is a must.• Knowledge of finalization of accounts of Charitable Trust

	<p>NGO / Educational Institutions will be added advantage.</p> <ul style="list-style-type: none"> • Exceptional leadership abilities. • Strong budgeting, financial forecasting and financial analysis skills required. • Ability to handle multiple tasks, such as communication and record keeping of multiple projects at a time. • Strong verbal and written communication skills. • Analytical thinking to come up with progress plans. • Ability to collaborate with lead teams. • Being proactive about Project Leaders requirements.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation. • Monitoring daily communications and answering any queries. • Co-ordination between Project accounts staff and TISS accounts section. • Ensuring payments, amounts and records are correct. • Raising the bills, invoices and reimbursements for expenditure incurred by different projects. • Facilitate documentation of utilization of allocated funds. • Reconciliation of budgeted and actual spends on a fortnightly basis. • Support Project Leaders in generating Project Budgets, Accounts & Finance related Statements, Documentations, Compliances, Various Reports, Data gathering & analysis. • Maintain digital and physical financial records. • Create and update expense reports. • Any other work assigned by the Project Leader / Dy. Registrar (F&A) or any other official from time to time.

Other Conditions.

- (a) The Institute reserves the right to not fill up the vacancy advertised, to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure.
- (b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) No queries or correspondence regarding issue of call letter for 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.

- (e) 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.
- (f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
- (h) 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 Fee. Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. Woman applicants are exempted from the payment of application fee. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Application Process

- (a) Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website www.tiss.edu.
- (b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- (c) Shortlisted candidates may be invited for Written/ Personal Interaction for evaluating their proficiency.
- (d) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at TISS, Mumbai.

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

**Sd/xxxx
Officiating Registrar**