



## 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/ADMIN/OA/CSOL/MAY/2023

12 May, 2023

### Non-Teaching positions are required for Centre for Social and Organisational Leadership (CSOL) School of Management and Labour Studies

The Tata Institute of Social Sciences ([www.tiss.edu](http://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.

**The School of Management and Labour Studies (SMLS)** at TISS provides quality human service professionals for a variety of stakeholder groups in the development process. The SMLS diversified to develop innovative teaching and research programmes that address wider social issues and realities with a special emphasis on the marginalised and vulnerable groups. It offers 5 M.A./M.Sc. programmes viz. Human Resources Management and Labour Relations, Social Entrepreneurship, Organisation Development, Change and Leadership, Labour Studies and Practices, and Analytics. In addition, it also offers an Executive PG Diploma programme in Human Resources Management, Organisation Development and Change, and Analytics. It is involved in research, innovation, and consultancy through its various centres.

The School of Management and Labour Studies invites interested candidates to apply for the post of '**OFFICE ASSISTANT**' on contract for a period of one year initially and to be extendable based on performance of the candidate and requirement of the institute.

**Monthly remuneration:** Rs. 22,000 pm.

**Essential Qualification** – A Bachelors Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed plus one year of work experience of administrative work.

**Preferred qualification:** The candidate should have relevant experience in an office environment with good interpersonal and communication skills. Should be capable of prioritising new tasks, ability to work independently with good time management skills. Should be self-organised, task oriented and paying attention to details. Basic computer skills (email, Microsoft Office, Excel, Google Spreadsheets) is desirable. The candidate should be dynamic to handle execution of multiple tasks simultaneously.

#### **Key Roles and responsibilities:**

Establish, maintain, process, and/or update files, records, and/or other documents and deal with other administrative support tasks; perform a variety of routine assignments as appropriate to the position; To understand and follow specific instructions and procedures, run various routine errands for the Centre, as required. Co-ordinate with various TISS administrative departments to perform the assigned tasks.

**Application Fee:** Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, 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.

**Last date for submission of online application is May 29, 2023**

**Application Process and Interview:**

- (a) Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu).
- (b) Candidates must provide their mail ID in the Online Application Form.
- (c) Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
- (d) Short-listed candidates will be informed over e-mail to appear for the Interview to be conducted at TISS, Mumbai. Request for ONLINE Interview will not be entertained.

**Other Conditions:**

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(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 interview/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 facts & 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, the appointment shall be liable to be terminated forthwith as per this clause.

(f) In case of any ambiguity in the Recruitment Rules 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 interview, if the interviews are 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).

**The candidate is expected to join the position within 15 days of selection.**

**Officiating Registrar**