



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India)

ADVT/TISS/PROJECT/SHSS/December2025

13th December, 2025

School of Health Systems Studies, Tata Institute of Social Sciences, Mumbai

School of Health Systems Studies, Tata Institute of Social Sciences, Mumbai, invites applications for its Project Title: **“From barriers to Breakthroughs: An in-depth study of gender in healthcare leadership in Uttar Pradesh, India”** at TISS, Mumbai.

Institute invites interested candidates to apply for the post of 'Finance and Admin Assistant' to be filled on a contract basis for a period of one year initially and extendable based on the performance of the candidate and the requirements of the Institute.

Name of the Post	Finance and Admin Assistant
No. of Post	01
Consolidated Salary	Rs. 30,000 per month.
Age Limit	Preferably below 45 years
Location	Mumbai Campus
Last Date of Filling of Online Applications	25 December 2025
Educational Qualification and Experience	Any Graduate with minimum 3 Years of Work Experience in Accounting Field OR Master's Degree in Commerce (M. Com.) or allied disciplines plus One year of work experience in accounting field.
	Preference shall be given for Candidates having good knowledge of accounts, experience in working <u>in ERP environment</u> . The candidate should have proficiency in Word, Excel.

Key Responsibilities:

- Report to the PI and Co-PI of the project.
- Maintain project accounts, financial documentation, and provide logistical and administrative support to the project team as assigned by PI and Co-PI.
- Organize and coordinate key staff meetings, workshops, and annual organizational events.
- Regularly update and maintain all accounting and administrative databases and spreadsheets.
- Handle all account-related activities, including raising bills, preparing invoices, and processing reimbursements for project expenditures.
- Support day-to-day financial operations such as salary processing, reimbursements, vendor payments, advances, and settlements.
- Assist teams with administrative matters related to the project's implementation.
- Support district teams in administrative training, monitoring, and evaluation of the project's administrative and financial components as per the project.
- Oversee and carry out required administrative and logistical operations to ensure smooth functioning of the project.
- Should be willing to take up tasks apart from those that are specified as per the requirements of the project, and carry out additional duties and responsibilities as required from time to time.

Other Conditions:

- a) The post is unreserved, but candidates belonging to the reserved category can apply.
- b) The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- c) 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 the interview.
- d) No queries or correspondence regarding the 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) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- f) No TA/DA is payable for appearing for the interview.
- g) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Fee:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

Application Process:

- 1.** Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.ac.in
- 2.** Candidate must provide their Gmail ID in Online Application Form.
- 3.** Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
- 4.** Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

Last date of receipt of online application: 25 December 2025.

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.

**Sd/-
Officiating Registrar**
