



TATA INSTITUTE OF SOCIAL SCIENCES

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

(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO. TISS/November/2019

November 30, 2019

TISS Invites candidates for Walk in interview for positions under Rashtriya Uchchar Shiksha Abhiyan (RUSA), Project of MoHRD, New Delhi

Rashtriya Uchchar Shiksha Abhiyan (RUSA) is a centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

TISS is seeking dedicated, hardworking and bright people to work on contract basis for a minimum period of four months and extendable based on the requirement of the project. The positions are to be filled in through the process of Walk in interview and are to be posted at TISS, Mumbai Office

I. Position : Accounts Executive (One No.)

Job Description:

- Strong understanding of the higher education sector.
- Working closely with the stakeholders in the implementation of RUSA project along with other team members,
- Handling overall aspects of HR, Accounts and Office Administration related to RUSA project.
- Preparing notes, documents etc.

Essential Qualifications:

Graduate with minimum 55 % marks with specialisation in Accounts and Finance and related fields.

Experience:

Minimum of 7 to 10 years of work experience of handling Finance and Accounts of which at least three years experience should be in a Government Office/PSU/Autonomous Body.

Skills:

- Liaisoning closely with the functionaries of the Government.
- Good communication skills (oral and written) in Hindi and English
- Excellent administrative skills
- Ability in ICT usage
- High level of integrity, commitment and sensitivity.

Age Limit:

- Preferably under age of 45 years

Compensation

- Rs. 35000 to 45000/- Consolidated (Negotiable)

Date of Interview: Eligible candidate may register between 10.00 am and 11.00 am at the Quadrangle, TISS, Deonar, Mumbai 400088. **The walk in interview will start at 11.00 am on December 6, 2019 at the office of the Dy. Registrar (F&A), TISS, Deonar, Mumbai 400088.** Only those candidates meeting the minimum required qualifications will be allowed to appear for the walk in interview.

How to apply: *The eligible candidates are required to attend the walk in interview along with three sets of resume, two colour passport size photograph, one set of self-attested photocopies of relevant certificates in support of the essential qualification & experience and original certificates for verification.*

Dr. Sunita Siwach
National Project Co-ordinator
RUSA Project