



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/AA/TC/June/2025

3rd June, 2025

Applications are invited for the Post of 'Accounts Assistant'

The Tata Institute of Social Sciences (www.tiss.ac.in), established in the year 1936 is 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. TISS is a Grade I University as per NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree programmes.

Institute invites interested candidates to apply for the post of 'Accounts Assistant' 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 Assistant
No. of Post	01
Consolidated Salary	Rs. 25000 per month.
Age Limit	Preferably below 45 years
Location	Tuljapur Campus
Last Date of Filling of Online Applications	16th June, 2025
Date of Interview	About Third week of June 2025
Educational Qualification and Experience	Bachelor's Degree in Commerce (B. Com.) or allied disciplines and 02 years of work experience in accounting field with following skills: MSCIT –Computer Literacy completed OR Master's Degree in Commerce (M. Com.) or allied disciplines with following skills: MSCIT –Computer Literacy completed
	Preference shall be given for Candidates having good knowledge of accounts, experience in working in ERP environment/ Tally and candidate having proficiency in Word, Excel and Power point. Preference will be given to candidates working in Educational Institute/Universities/ Central Government Organization.

Other Conditions:

- The post is unreserved, but candidates belonging to the reserved category can apply.
- 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.

- (c) 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.
- (d) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- (e) No TA/DA is payable for appearing for the interview.
- (f) 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.edu.
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 and Skill Test to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

Last date of receipt of online application: 16th June, 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**
