

**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 No. TISS/CECSR/03/26-27

Date: 09.10.2026

**Application for Admin cum Finance officer at the Centre for Excellence in CSR (CECSR),
Tata Institute of Social Sciences (TISS), Mumbai.**

Applications are invited for the post of Admin cum Finance Officer, to be appointed on a contractual basis at the Centre for Excellence in CSR, TISS Mumbai Campus. The engagement is short-term for a period of **6 months** initially and may be extended based on the performance of the candidate and the requirements of the Centre. The last date for receiving applications is 23/10/2026.

Designation	No. of posts	Consolidated Salary	Essential Qualification
Admin cum Finance Officer	01	INR 38,000/- to 40,000/- per month	B. Com degree or diploma in Finance/Accounts Management, with a minimum of six months of administrative or accounts work experience

Location: TISS, Mumbai Campus, Deonar, Maharashtra**Key Responsibilities:**

- Coordinate with the Personnel, Accounts and Finance sections of the Institute on all administrative and financial matters of the Centre and other stakeholders.
- Maintain accounts for all projects of the Centre, including budget tracking and monitoring of project-wise expenditure.
- Prepare project expenditure statements, Utilisation Certificates (UCs) and financial reports for funders and internal review.
- Verify and process bills, settlements and reimbursements in line with Institute procedures.
- Manage fund disbursement, vendor payments and honorarium payments.
- Raise invoices to funding partners as required and follow up on receivables.
- Support procurement of goods and services in accordance with Institute norms.
- Maintain the inventory list of projects and the Centre's assets.
- Maintain financial records and documentation for internal and statutory audits.
- Support administrative work of the Centre, including documentation for project staff appointments, contracts and attendance records.

- Maintain the MIS and prepare periodic financial and administrative updates for the Centre Chairperson.
- Undertake any additional responsibilities assigned by the Centre Chairperson.

Qualifications and Skills Required:

- B. Com degree or diploma in Finance/Accounts Management.
- Minimum six months of experience in administrative or accounts work.
- Proficiency in English and Hindi (spoken and written).
- Working knowledge of MS Office (particularly Excel), data entry, MIS and ERP systems.
- Understanding of GST, TDS and invoicing processes is desirable.
- Prior experience in an academic institution, CSR project or NGO setting is desirable.
- Attention to detail, sound record-keeping practices and the ability to meet deadlines.
- Ability to coordinate with multiple stakeholders and handle several projects at once.

Joining Date: November 2026

Engagement Period: 6 months (extendable based on the performance of the candidate and the requirements of the Centre)

Remuneration: INR 38,000/- to 40,000/- per month

Other Conditions for the Advertised Positions:

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above 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) 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.

(d) 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.

(e) 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).

(f) And the institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

Application Process:

(a) Interested candidates may send their CV to recruitment.cecsr@tiss.ac.in with the subject line: **“Application for Admin cum Finance Officer” by 23/10/2026, 5:00 PM.**

(b) Only shortlisted candidates will be contacted for an online/offline interview. No email or correspondence will be entertained from non-shortlisted candidates. No inquiries over phone or email.

Last date to apply for the position is **23rd October 2026, till 5:00 PM.**

Sd/-

Chairperson

Centre for Excellence in CSR