



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Vacancy in National University Students' Skill Development Programme (NUSSD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students. TISS has collaborated with 11 Universities in 9 states to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

Applications are invited for the post of **Office Assistant (Data Entry)** on NUSSD project role. He/she shall be working at the Central Office. The appointment is on tenure for 6 months and extendable based on performance of the candidate.

Number of positions: 1

Location: Mumbai

Job Type: Full-time

Experience: 0 - 2 years

Salary: Rs. 15,000 per month

Professional Requirements:

1. The candidate must hold a Bachelor's Degree
2. High proficiency in Typing, Data Entry Skills, Attention to Detail
3. Familiarity with MS Office and Data Programs
4. Proficiency in English, Hindi and Marathi (reading and writing)

The job profile includes:

1. Entering data information from hardcopies/ documents provided within time limits

2. Compile and sort information for data entry
3. Verify data and check source documents for accuracy
4. Transcribe information into required electronic format
5. Store completed documents in designated locations and maintain logbooks or records of activities and tasks
6. Keep information confidential

Interested candidates may send their Resumes/CVs . Kindly apply with the subject line - 'Application for the position of Office Assistant (Data Entry)' and email it to

cv-nusssd@tiss.edu

Shortlisted candidates will be called for an interview through phone and email

Last date of application will be **18th June 2016**.

Date of Interview will be communicated

The selected candidates have to join immediately.