



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./FEB./DEO/2018

February 14th, 2018

RECRUITMENT NOTICE

Applications are invited for the temporary post of **Data Entry Operator** , purely on contract basis, upto May 31st,2018 and to be located at the Tata Institute of Social Sciences, Mumbai. The number of positions and the period of engagement may vary depending upon the needs of the Institute.

Education qualification and Skills preferred: Graduates with a minimum of **55% marks** (aggregate of all semesters) from a recognized University. Candidate possessing good written and oral communication skills in English language and advanced computer skills in Word, Excel, Powerpoint and ERP systems will be given preference. Age limit: 21 to 30 years.

Salary Per Month: Rs 15,000 (Fixed)

Note:

1. The Institute reserves the right to not fill up the vacancy advertised;
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. Relaxation in qualification, experience and age will be prerogative of the Institute
5. No TA/DA is payable for appearing in the written/skill test and interview.

Eligible and interested persons may apply online <http://recruitment.tiss.edu>. Applications, except online, will not be accepted.

The last date for receipt of online applications is 19.02.2018.