TATA INSTITUTE OF SOCIAL SCIENCES
SCHOOL OF VOCATIONAL EDUCATION
(V. N. Purav Marg, Deonar, Mumbai, Maharashtra 400088)

No. TISS/SVE/May/2023/001 **24th May, 2023**

Call for Applications for the Post of 'Head -Accounts & Finance' (One Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):
The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 34 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action- oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Vocational Education (SVE)
The approach adopted by TISS-SVE is called the 'Internship Embedded Skill Training Programme'. The Vocational Educational Programme is being implemented in India with a focus on job-specific skills. The aim is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.
(a) Applications are invited for one post of '**Head -Accounts** & **Finance**' to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute.

Remunerations: Consolidated Pay Rs. 85,000/- per month with annual increments as per the Institute's rules.

No. of Positions: One Position

Age limit: Between 55 and 65 years (Employees retired from Central/State Government or Autonomous bodies may also apply).

Last date for receiving application: 10th June, 2023

3. Essential Qualification & Experience.

- **Master's degree in relevant subject/ with working experience of minimum of 15 years, in managing Accounts and Administration of a large organisation.**
- Knowledge of accounting and finance
- Knowledge of Tally and ERP software is mandatory
- Knowledge of accounting rules, regulations including Pension, TA/DA, income taxes, GST recovery (GSTR 1, 3B and 7 etc.), payment of suppliers, NEFT/RTGS, Purchase tenders management, scrutiny and maintenance of Bank Guarantees, etc.
- Knowledge of scrutinizing Purchase orders/Work orders of various vendors
- Knowledge of complete banking operations like preparation of Bank Reconciliation Statement (BRS), and fees updation of students etc.
- Should have worked in Tally software, ERP, MS office and Excel
- Should possess thorough knowledge of Swamy's General Financial Rules (GFR) and Swamy's Handbook of 2023
- Ability to work along with teams.

4. **Job Description.**

- Manage & Oversee the daily Operations of the Accounts Department
- Monitoring & analysing accounting data and produce Financial Statements or reports
- Preparation of monthly salaries of employees and managing Statutory payments like Income Tax, Profession Tax etc.
- Pre-Audit and Post-Audit related activities
- Managing students' fees through ERP software
- Establishing and enforcing proper accounting methods, policies and principles
- Maintaining qualitative relation with internal and external stake holders
- Coordination & to resolve the queries of Service Providers and other stake holders as and when they require.
- Keeping of accounts information confidential and secure them with random database backups
- Computation (calculation) of TDS on salaries of employees (Monthly) & preparation of Form 16 (Yearly), of all other Income Tax Payments (TDS on Contracts/Professional/Salaries) & "GST Liability on PGD forfeitures".
- Managing investments of the Institute
- Co-ordination with Statutory Auditors, preparation of final accounts like Income & Expenditure Statement, Balancesheet etc.
- Preparation of annual budget of the School

Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

5. **Application Fees.**

Application Fees of Rs. 1,000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs.250/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

6. **General Instructions**

1. Applicants are advised to submit online applications. Offline applications will not be accepted.
2. The Institute reserves the right in short listing the candidates. Only short-listed candidates will be contacted for an interview through an email.
3. The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

7. **Other Conditions.**

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) No queries or correspondence regarding 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.

(e) 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.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(h) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(i) 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 Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

(j) The post is purely Contractual and the Terms of the Contract Position will be for two years, extension will be given after assessing the suitability and performance of the selected candidate, post two year tenure on the post.

(k) The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

8. Application Process and Interview.

(a) Candidates are requested to apply online through the link (Apply now) provided along with this Advertisement on the Institute website www.tiss.edu.

(b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

(c) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Note: The selected candidate will have to join immediate/within 30 days of issue of Offer Letter by the Institute

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