



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

ADVT/TISS/ADMN/F&A/JANUARY/2022

03 January, 2022

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The Institute invites interested candidates to apply for the post of **Accounts Assistant** to be filled on contract basis for a period of one year.

1. Accounts Assistant: Consolidated Salary of Rs. 25000 – Rs. 30000/- per month.

Age: Below 40 years as on 31 December, 2021.

Qualification and Experience – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree.

- B.Com with 55% marks.
- At least 3 years of experience working in Accounts Department, Knowledge of budgeting, taxation, etc.,
- Good Computer Skills.

The candidate should have good knowledge in all aspects of accounts, experience in working **in ERP environment**. The candidate should have proficiency in Word, Excel.

Last date of Receipt of Application: 15 January, 2022

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted in the **last week of January, 2022** at TISS, Mumbai.

Application fee: The application fee of Rs. 500/- be paid on-line. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. 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.

The candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on Institute's website www.tiss.edu. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

Note: Only short listed candidates will be contacted for interview.

The selected candidate has to join within 10 days of intimation of selection.

**Sd/-
REGISTRAR**