



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)

Vacancy for the Post of Account Assistant (01)

For a project entitled “**TISS-ECI-IIDEM Master’s Program**”: a collaborative Knowledge & Research project for the capacity development of globally competent electoral professionals, democracy specialists, governance professionals, to educate, train and update the national/global electoral officials/ policy researchers, students and other relevant participants in the area of electoral management & practice of Masters in collaboration with Election Commission of India. The Institute is currently looking **for a bright candidate** to work with the School of Development Studies on a project, TISS-ECI-IIDEM Master’s programme in International Electoral Management and Practises (MPIEMP). The School of Development Studies @Tata Institute of Social Sciences (Mumbai) has partnered with India International Institute of Democracy and Election Management (IIIDEM) -Election Commission of India, Delhi for implementing this program/ project.

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 NIRF 2021 rank of 37 among Indian Universities and 70 overall. With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Applications are invited for the below post to be appointed **on purely Contractual basis** for a **short term from the date of joining to 31 August 2025 only**.

Designation	No of Vacancies	Consolidated Salary	Last Date of Applications	Education al Qualificati on
Account Assistant	01	35000	25-04-2025	Masters of Commerce/Finance/Management with experience in Accounts. Specific details are given below.

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Account Assistant	01	35000	25-04-2025	Masters of Commerce/Finance/Management with experience in Accounts. Specific details are given below.

ACCOUNT ASSISTANT

The Account Assistant will be responsible for maintaining account, documentation, logistic support to the project and team & other finance related work of TISS-ECI-IIIDEM-Master's program and any other account related issues assigned by the Project Leader/ Project-In-charge. The account assistant would be reporting to the Project Leader and the relevant section heads of the Institute. Other duties and responsibilities may be assigned by the Project Leader. Weekly work requirements and schedules may be discussed with the Project Leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications

Qualification and Experience: **B.com Degree with minimum experience of 2 Years:**

Desirable qualifications

- MCOM /MBA (Finance) or related Masters degree with specialisation of accounts and finance
- Good knowledge of handling accounts.
- Good knowledge of maintenance of books of accounts as per accounting norms.
- Excellent knowledge of budgeting and multiple accounting & finance management.
- Ability to work effectively in teams as well as independently.
- Experience in working on ERP software.
- Proficiency in Word, Excel, Tally and Power Point
- Previous experience of working with TISS preferred.

Desirable qualifications

- Given the short term nature of the engagement, immediate joining required as soon as possible.
- Essential & desirable qualifications with regard to experience may be relaxed in case of deserving candidate willing to join immediately for the sake of efficient and timely execution of the project.

Engagement period and Remuneration

The selected candidate will be based in Mumbai and also expected to work remotely as well. Engagement will be for the duration **from the date of joining to 31 August 2025**. Account Assistant will be awarded an appreciation certificate and remuneration of INR 35,000 consolidated, thirty-five thousand per month according to competencies skills and experience.

Other Conditions for the Post of Account Assistant

- (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 and the Project Leader/ Director reserves the right to modify the necessary qualifications for the candidates in the interests of the efficient implementation of the project.
- (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) 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 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 general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) The Institute reserves the right to relax age of the candidate based on the work experience, and it also *reserves the right not to fill the posts even after the shortlisting of the candidates for the advertised posts is completed and notified.*
- (h) Given the financial exigencies of the project, the Institute reserves the right alter/ modify the salary/ honorarium offered to the selected candidates including interns.
- (A) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
- (B) 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).

Application Process:

The above position will be filled on contract basis for a period of one year which may be extended based on the performance of the candidate and requirement of the institute.

- (a) Candidates are requested to apply online through the link provided along with this advertisement on the Institute website: www.tiss.edu. **(Apply Now: <https://forms.gle/SAmqRatavCMVAmTCA>)**
- (b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- (c) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation.
- (d) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.
- (e) Only shortlisted candidates will be contacted after the shortlisting by the selection committee. No email or correspondence will be entertained from non-shortlisted candidates.

Note: Application will be accepted only through this link: <https://forms.gle/SAmqRatavCMVAmTCA>

Selected candidates are expected to join duty from 1st May 2025.

- **Last date to apply for the Account Assistant position will be 12th May, 2025**
- **Date of Interview 15th May, 2025**
- **Date of Result 17th May, 2025**
- **Date of Joining 19th May, 2025**

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**Prof. Ashwani Kumar
Project Leader: ECI IIIDEM TISS MA Programme
School of Development Studies, TISS**