



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/AMF/SHSS/2025

May 09, 2025

Applications are invited for the Post of Assistant Manager Finance - (One Position)

Applications are invited for the post of Academic Programme Manager at the School of Health Systems Studies (SHSS), Tata Institute of Social Sciences, Mumbai. The School is looking for candidates who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals with good writing and communication skills to handle two Post Graduate Diploma Programmes offered by the School.

Eligibility

Essential Qualification:

1. Bachelor degree with specialization in finance
2. At least 15 years of work experience at managerial level (Finance and Accounts)

Desired Qualification:

Experience in handling academic programmes will be given preference

Key Responsibilities

- **Grant Management:** Oversee the financial aspects of grant management, ensuring compliance with Programme regulations and project guidelines
- **Funds Disbursement:** Manage fund disbursement processes, involving reviewing and processing payment requests, reconciling financial transactions and maintaining accurate records of expenditures
- **Financial Management of Evaluations:** Work closely with management team to manage financial plans in alignment with evaluation calendar for each programme, ensuring sufficient fund available for planned activities
- **Audit Related Matters:** Serve as the focal point for audit related matters, including coordinating audits, responding to audit queries, and facilitating the resolution of audit findings. Ensure compliance with audit requirements and internal control procedures.
- **Financial Reporting:** Prepare financial reports and statements in accordance with project and TISS requirements. Ensure the accuracy and completeness of financial data, and coordinate with relevant stakeholders for review and approval.
- Be responsible for entire accounts and finance functions, admin functions and procurement activities in accordance with programme policy.

Duration of appointment: One year (extendable based on annual performance of the candidate by the committee).

Remuneration: Gross monthly remuneration INR. 54, 741/-.

Work Location: SHSS, TISS, Mumbai

Application Fee: An application Fee of Rs 500/- is to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. The women 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. The fee, once paid, shall not be refunded under any circumstances.

Other Conditions.

1. 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 procedure.
2. 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.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. 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.
5. 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.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. The Institute reserves the right to relax age of the candidate based on the work experience.
8. No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
9. 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

- (a) Interested candidates can apply online through the link (Apply now) provided along with this advertisement on the Institute website on the given link www.tiss.ac.in (Apply Now) of the advertisement by 16th May, 2025:
- (b) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- (c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear

for the Written/ Personal Interaction to be conducted at TISS, Mumbai.

Sd/xxxx
Acting Registrar