



Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and
Grant-in Aid Institute under Ministry of Education, GoI)

Notification – Non-Teaching Position for the Assistant Executive- Finance and Administration on a contractual basis at the Office for International Affairs, TISS, Mumbai.

Applications are invited for the following temporary positions as 'Temporary Staff' appointment on a contractual basis at the Office for International Affairs, Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, proactive, creative, and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign universities/ institutions.

Position Overview:

The Assistant Executive – Finance & Administration (01 Position) will provide administrative and financial support to the International Office to ensure the smooth functioning of its operations. The role involves handling accounts, budgeting, reporting, and general administrative duties in compliance with institutional and regulatory requirements.

Key Responsibilities:

- Assist the Executive Finance in the Overall Financial Management and Accounting Activities in the OIA- support in preparing accounts-related database for OIA and handle day-to-day accounting activities, prepare income and expenditure statements and reports for OIA
- Maintain all accounting voucher entries, releasing payments for respective parties, ledgers; maintain data records in Tally/ Excel/ Word as per OIA/ funding requirements
- Support international student admission, maintaining student records and management through TISS's student management systems
- Maintaining the records of inward and outward entry of finance-related documents
- Coordinate procurement processes, travel arrangements, and logistical support for international programs/events.
- Support general office administration, including correspondence, logistics and database management.
- Liaise with internal departments, external partners, and funding bodies for smooth financial and administrative processes.

Eligibility:

- Candidates should have a Bachelor's degree in Management /Finance /Commerce, or /Business Administration with at least 55% marks, along with a minimum of 2 years of relevant work experience in an academic institution.
- The candidate should have passed the MS-CIT course and possess familiarity with accounts and administration-related ERP systems
- Similarly, apart from the finance and accounting background, candidates need to possess good written and oral communication & comprehension skills in the English language and advanced computer skills in Word, Excel, PowerPoint and ERP.

- Interested individuals should demonstrate high proficiency in communication, oral and written skills, and computer application/ data management.
- Good interpersonal skills and ability to interface with various stakeholders - students, faculty members, staff at all levels
- Excellent organisational and communication skills, strong attention to detail, and the ability to work collaboratively with diverse groups of individuals.
- Previous experience of working in an international setting will be an additional advantage

Tenure and Remuneration

This is a temporary appointment on a contract basis for a period of one year initially and may be extendable based on the performance of the candidate and the requirements of the Institute. This temporary appointment will be paid a consolidated remuneration of ₹38,500/- per month, depending on the qualification and experience. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

How to apply

Applicants should submit the following documents to apply for the above-mentioned position:

1. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
2. Latest CV
3. SOP – Stating your interest in working with the Office for International Affairs (specifying the position)
4. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
5. Testimonials and Work Experience Letters
6. Recommendation Letters

Eligible and interested candidates may send their documents to **oia@info.tiss.edu** on or before **26 September 2025**. The shortlisted candidates will be communicated by email to appear for a personal interview.

Other conditions

1. The Institute reserves the right not to fill 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 an interview.
3. No queries or correspondence regarding the 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 TISS.
5. No TA/DA is payable for appearing in the written test and/or interview.
6. The selected candidate will have to join within a reasonable time from the date of their selection.

Chairperson
Office for International Affairs