



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University under Section 3
of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block,
TSIPARD Campus, Rajendranagar, Hyderabad - 500030

TISS HYD/PROJECT OSC/JULY/2018

Walk-in Interviews for Project Positions

Date and Time: 16th July 2018, 10 am

**Venue: Tata Institute of Social Sciences, Hyderabad campus
TSIRD, Rajendranagar, Hyderabad - 500030**

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad. TISS's off-campus at Hyderabad is the knowledge partner of the Sakhi One Stop Centres (OSC) Project with the Department of Women and Child Development, Government of Telangana to provide integrated support and assistance to women and children affected by gender-based violence, both in private and public spaces. A Project Management Unit was set up in 2017 for implementation of the Sakhi OSCs in 9 districts of Telangana and is located in the Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.

Applications are invited from highly committed and motivated individuals with experience of working on women's issues and on gender-based violence (GBV) for the following position in the **Project Management Unit** for the implementation of **Sakhi One Stop Centers (OSCs)** in additional districts of Telangana.

These positions are to be filled in initially for a period of **one year** and may be extended further on yearly basis (for two more years) based on the performance of the candidate and continued relevance of the position to the project.

The details of the positions, qualifications required and the job responsibilities are given below.

1. Programme Manager: One position

Remuneration: Rs. 50,000/- pm

Essential qualification: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field; Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level, and laws and policies related to gender-based violence in particular; Previous experience of 5 years of working with the government on women's issues, with at least 3 years spent in managing and leading projects and

teams; The applicant is expected to possess strong research, monitoring and evaluation, writing and computer skills with demonstrated capability in data analysis.

2. Administrative Assistant (Finance): One position

Remuneration: Rs. 25,000/- p.m.

Essential qualification: Master's Degree in Commerce/Business Management with good understanding of finance and accounts including financial software packages; and a minimum 3 years of experience in related position.

Job Responsibilities: To maintain book keeping and accounts; monitoring disbursement of project funds; verification of records; preparing statements of expenditure in compliance with auditor's guidelines.

Written test and Personal Interview: The interview will be preceded by a written test of 30 minutes duration.

Application fee: The candidates are requested to express their interest in any of the above positions with detailed resume stating education, employment, skills and three references. The application must be accompanied by a bank draft for Rs. 500/- as processing fees, drawn in favour of 'Tata Institute of Social Sciences, Hyderabad campus', payable at Hyderabad.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute.
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- 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.
- The SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.

- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.

The selected candidates are expected to join within 15 days from the date of receiving the appointment letter.

July 6, 2018
Prof. U. Vindhya
Project Leader
Tata Institute of Social Sciences, Hyderabad campus
TSIRD, Rajendranagar, Hyderabad - 500030