



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

January 24, 2019

TISS/ADVT/PROJECTS/JANUARY 2019

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 50 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action

The Institute invites interested candidates to apply for the post of **Senior Accounts Executive and Administrative cum Accounts Assistant** to be filled on contract basis for a period of one year for **Various Projects**.

1. **Senior Accounts Executive: Consolidated Salary of Rs. 45000 – Rs. 50000/- per month.**

Age: Below 40 years as on 1st January, 2019.

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 in Commerce. The candidate must have completed course of MSCIT and TALLY from Government recognized Institution plus five years of work experience in the field of Finance & Accounts.

The preference shall be given for candidates with ICWAI/ CA/ MBA (Finance) or CA/ ICWA (Intermediate) with three years of work experience. The candidate should have good knowledge of finalization of accounts of charitable organisation, expertise in direct and indirect taxes, experience in working in ERP environment, and proficiency in Word, Excel, Tally and Power point.

2. **Administrative cum Accounts Assistant: Consolidated Salary of Rs. 25000 – Rs. 30000/- per month.**

Age: Below 40 years as on 1st January, 2019.

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 Bachelor's Degree and must have completed course of MSCIT from Government recognized Institution plus three years of work experience in the field of Administration & Accounts.

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: February 03, 2019.

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted in the **second week of February, 2019** 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.

**Deputy Registrar (P & A)
TISS, Mumbai**