



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

ADVT. NO. TISS-GUWAHATI/AUGUST/2016

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 54 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 Guwahati Campus offers academic programmes viz., Integrated B.A & M.A and M.A. Programme. The programmes focuses on humanistic aspects of Social Sciences blended with logical reasoning of the natural sciences, with a combine emphasis on the faculties of imagination and creativity as well as of rigorous and critical thinking. **The TISS Guwahati campus invites applications** to be filled on contract basis for one year initially and extendable based on performance of candidate and requirement by the Institute.

Assistant Administrative Officer (1 No.)

Qualification – Good academic record with at least 55% of the marks or an equivalent grade of ‘B’ in the 7 point scale with letter grades O, A, B, C, D, E and F at the Bachelor’s Degree in any discipline with minimum of two years of experience in administrative work OR Master's (or Equivalent) Degree with at least 55% of the marks in any discipline.

Job Requirement : 1. Excellent command over English (written and verbal) is a must.
2. One year commitment from the date of joining.

Salary – Rs. 25,000 per month (negotiable)

Key Roles and responsibility:

Coordination and assisting Dy. Director/administration for the tasks related to academic, maintenance and dining hall activities of the Campus and any other reasonable tasks assigned relating to office administration.

General Conditions:

1. The Institute reserve the rights to not fill up any of the vacancies advertised;
2. 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 an interview;
3. No queries or correspondence regarding 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. No TA/DA is payable for appearing in the interview.

To apply, please send your CV to simanta.borah@tiss.edu latest by August 28, 2016. The short listed candidates will be intimated by an e-mail/telephone/mobile phone to appear for written test/interview. The candidates has to bring their original certificates of their educational qualifications and work experience for verification and No Objection certificate from their present employer while appearing for the Test/interview or before joining the post, if selected.

Selected candidates have to join duty within 15 days .

Registrar