

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

ADVT. NO.TISS/ NON-TEACHING POSITIONS/September/2021

NOTIFICATION – NON-TEACHING POSITIONS

The Tata Institute of Social Sciences (TISS) established in the year 1936, is a Deemed to be University, fully funded by the University Grants Commission (UGC), Ministry of Education (MoE) Govt of India (GoI). TISS is a Grade-I University, with NAAC Score of 3.89/4 and NIRF 2020 rank of 34 among Indian Universities and 57 overall.

With Campuses at Mumbai (Main) and Off Campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 3 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied Social Science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action oriented research, and nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Applications are invited for the following posts from eligible candidates of Indian Nationality, who are keen to pursue a career in TISS:-

Name of the Post	Mumbai Campus	Tuljapur Campus	Hyderabad Campus	Guwahati Campus	Total
Dy Registrar	2 (1-UR* & 1-OBC)	1 (Deputation)**	1 (EWS)	-	4
Assistant Manager Publications	1 (UR)	-	-	-	1
System Analyst-cum-Programmer	1 (ST)***	-	-	-	1
Health Officer	-	1 (OBC)	-	-	1
Assistant Engineer	1 (UR)	-	-	-	1
Section Officer	4 (2 UR, 1 OBC & 1 EWS)	-	-	-	4
Section Officer (Dining Hall)	1 (UR)	-	-	-	1
Programmer	1 (UR)	-	-	-	1
Senior Technical Assistant (SM&CS)	1 (UR)	-	-	-	1
Stenographer Grade II	1 (UR)	-	-	-	1
Lower Division Clerk (LDC)	4 (2 OBC, 1 EWS & 1 UR)	-	3 (1 SC & 2 UR)	3 (1 ST & 2 UR)	10
Total					26
* One post against Lien vacancy for one year, likely to be permanent					
** Tenure of Deputation Post – Initially for a period of One Year, likely to be extended					
*** Backlog Post					

Eligibility Criteria:

1	Name of Post	Deputy Registrar (Dy Registrar)
2	Number of Post	04
3	Category	1-UR, 1-OBC, 1- EWS & 1-Deputation
4	Classification	Group A
5	Level of Pay as per 7 th CPC	Level-12
6	Age	50 Years
7	Education and other qualifications	<p>Essential:</p> <p>i) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education. OR</p> <p>5 years of administrative experience as Assistant Registrar in Pay Level 10 or in an equivalent post.</p> <p>Desirable: Experience in the areas of Establishment/ Purchase/Finance & Accounts/Academic/ Legal matters in an Educational/Research Institute/ Government/Autonomous body. Knowledge of Computer Applications essential.</p>

Note:

1. **One Dy Registrar (UR) at Mumbai Campus, with specialization in Finance/Accounts, Audit and related fields.**
2. **One Dy Registrar (OBC) at Mumbai Campus, with specialization in Personnel or HRM and experience in General Administration, Establishment, Stores & Purchase, Legal matters etc.**
3. **One Dy Registrar (EWS) at Hyderabad Off Campus and one Dy Registrar (on Deputation) at Tuljapur Off Campus, with specialization in Personnel matters, HRM, Establishment Matters, General Administration, Academic Administration, Finance & Accounts, Stores & Purchase, Legal Matters etc. Persons with MBA Degree in HRM, Public Administration, Material Management etc will be preferred.**
4. **Candidates may please read carefully the distribution of vacancies, with the location as given in the table above, however, posts are transferable and the officer/employee can be transferred from one Campus to other Campus, as per administrative requirement and exigencies of service.**

1	Name of Post	Assistant Manager (Publications)
2	Number of Post	One (01)
3	Category	UR
4	Classification	Group A
5	Level of Pay as per 7 th CPC	Level-10
6	Age	45 Years
7	Education and other qualifications	<p>Essential:</p> <p>Master's Degree in Social Sciences with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with ten years' experience.</p> <p>Minimum seven years' Experience in publishing or public relations industry with computerized administrative systems and processes.</p> <p>Candidates must have good skills in writing and social media skills.</p> <p>Experience in publishing or public relations industry with computerized administrative systems and processes.</p> <p>Knowledge of DTP Programs like Coral Ventura, Coral Draw, Adobe Indesign and QuartkXpress etc with knowledge of copy editing and understanding of design. Should be well versed in online platforms, social media</p>

1	Name of Post	System Analyst-cum- Programmer
2	Number of Post	One (01)
3	Category	1 ST
4	Classification	Group – A
5	Level of Pay as per 7 th CPC	Level: 10
6	Age	45 Years
7	Education and other qualifications required for direct recruits	<p>Essential: First class (60% & above) M.E./M.Tech. (Computer Science & Technology)/ Information Technology) with two years of relevant experience or equivalent</p> <p style="text-align: center;">OR</p> <p>First class (60% & above) Master in Computer Applications (MCA) with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First class (60% & above) M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p>Desirable:</p> <p>Doctorate degree any of the subjects mentioned in essential qualification. Formal training in computer programming/system design/ analysis with knowledge of programming languages - developing web-based applications specifically using Python, Django; working with JavaScript (ES5/ES6), jQuery, CSS3, HTML5, and AJAX; familiar with Git or any other version control system; ability to build responsive webpages; knowledge of Bootstrap and a design language like material design; sense of aesthetics: layout grid systems, color theory, and typography & understanding of UX principles and UI Development process. CISCO Certified Network Associate/Cisco Certified Network Professional or equivalent certification.</p> <p>Experience in managing servers in converge systems</p>

1	Name of Post	Health Officer
2	Number of Post (s)	One (01)
3	Category	OBC
4	Classification	Group A
5	Level of Pay as per 7 th CPC	Level-10
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	<p>Essential: MBBS recognised by MCI.</p> <p>Registered with MCI / State Medical Council Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital.</p> <p>Desirable: Post Graduate Medical Qualification recognized by the MCI.</p>

1	Name of Post	Assistant Engineer
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-7
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First Class (60% & above) Bachelor's Degree in relevant field (Civil/ Electrical/Mechanical) from a recognised Institute/University or equivalent.</p> <p>ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs 200/- crores.</p> <p>Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>

1	Name of Post	Section Officer
2	Number of Post (s)	Four (04)
3	Category	2 UR, 1 OBC & 1 EWS
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	<p>Essential: A Bachelor's Degree in Arts/Commerce from any recognised Institute/University.</p> <p>Three years of experience in supervisory level in Pay Level 6 in areas related to Administration/Establishment/Finance/ Academic matters in a University or other Institutions of Higher Education/Research Establishment/PSU/Government organizations</p> <p>Desirable: Post-Graduation in management/ law, experience in establishment/ finance and accounts/ academic/facilities services will be preferred.</p>

1	Name of Post	Section Officer (Dining Hall)
2	Number of Post (s)	One (01)
3	Category	1 UR
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	<p>Essential: A Bachelor's Degree / Three Years Diploma in Hotel Management / Food and Catering Technology with five years' experience in a catering establishment and in pantry / kitchen of a Hospital / University /Hostel.</p>

1	Name of Post	Programmer
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	<p>Essential: A Bachelors' degree in Computer Science/ Engineering/Technology or having a post graduate degree in the subject and degree/diploma with five years' experience from recognized University or Institute with five years' experience in a University/ Research establishment/ Central/ State Govt PSU and other autonomous bodies or Private organization of repute.</p> <p>Desirable: Formal training in computer programming/ system design/ analysis with knowledge of programming languages - developing web based applications specifically using Python, Django; working with JavaScript (ES5/ES6), jQuery, CSS3, HTML5 and AJAX & familiar with Git or any other version control system. Cisco Certified Network Associate/ CISCO Certified Network Professional or equivalent certification. Experience in handling social science research data analysis.</p> <p>Programming with latest technology for the development framework, programming language and version control system to maintain the codes.</p>

1	Name of Post	Sr Technical Assistant (SM&CS)
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-6
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential: Bachelor's degree or equivalent Diploma in Photography / videography/ Art or B.A./ B.Sc./ B.Com. with three years' experience of assisting in video production. Experience in image manipulation software required.</p> <p>Experience and familiarity in the use of video and sound equipment, editing and still photography equipment essential. Skills in visual and digital graphic design desirable.</p>

1	Name of Post	Stenographer (Grade II)
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7 th CPC	Level-6
6	Whether Selection or non-selection post	Selection
7	Age Limit for Direct Recruits	35 Years
8	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree (other than in Engineering) from any recognised Institute/University. 2. Proficiency in Stenography in English/Hindi with minimum speed of 100 wpm. 3. Proficiency in Typing in English with minimum speed of 35 wpm. 4. Proficiency in Computer Applications 5. Three years' (experience as Stenographer in Central State Govt Organisations/University Research Institution or Central/State autonomous Institution. <p>Desirable:</p> <p>Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 100 wpm</p> <p>Transcription : 40 minutes English</p>

1	Name of Post	Lower Division Clerk (LDC)
2	Number of Post (s)	Ten (10)
3	Category	1 SC, 1 ST, 2 OBC, 5 UR & 1 EWS
4	Classification	Group C
5	Level of Pay as per 7 th CPC	Level-2
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree (other than in Engineering) from any recognized Institute/ University. 2. Speed in English Typing @ 35 wpm 3. Proficiency in Computer Operations. <p>Desirable: Experience in Administration/ Accounts / Academic matters. Capacity to work in a fully computerized environment.</p>

I	GENERAL INSTRUCTIONS:																									
1.	Applicants are advised to submit separate applications against each post, also mention the Campus for which they are applying.																									
2.	Applicants should possess the prescribed Qualifications and Experience as on the Closing Date of Application, as prescribed by the Institute from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.																									
3.	<p><u>Age Relaxation:</u></p> <p>a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC) (Non Creamy Layer) (Central List), Persons with Disabilities (PwD), Ex-Servicemen (ESM) and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the Institute.</p> <p>b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Govt Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings. "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.</p> <p>c. The upper age-limit as prescribed for direct recruits upto Pay Level 9 shall not be insisted upon in the case of departmental candidates of the Institute. The upper age limit will be relaxed to the extent of service rendered by them in the Institute.</p> <p>d. The upper age limit for the posts advertised shall be determined as on Closing Date of Advertisement. Documents for seeking age relaxation should be submitted along with application and at the time of written examination/interview (if applicable).</p> <p>e. The above provisions are summarized in the table given below:</p> <table border="1" data-bbox="256 1418 1305 2142"> <thead> <tr> <th data-bbox="256 1418 355 1533">S. No.</th> <th data-bbox="355 1418 759 1533">Category</th> <th data-bbox="759 1418 1305 1533">Age Relaxation Permissible Beyond the Upper Age Limit (Prescribed in the Section for Qualifications)</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1533 355 1579">1.</td> <td data-bbox="355 1533 759 1579">SC/ST</td> <td data-bbox="759 1533 1305 1579">5 Years</td> </tr> <tr> <td data-bbox="256 1579 355 1625">2.</td> <td data-bbox="355 1579 759 1625">OBC (NCL)</td> <td data-bbox="759 1579 1305 1625">3 Years</td> </tr> <tr> <td data-bbox="256 1625 355 1671">3.</td> <td data-bbox="355 1625 759 1671">PWD</td> <td data-bbox="759 1625 1305 1671">10 Years</td> </tr> <tr> <td data-bbox="256 1671 355 1717">4.</td> <td data-bbox="355 1671 759 1717">PWD + OBC(NCL)</td> <td data-bbox="759 1671 1305 1717">13 Years</td> </tr> <tr> <td data-bbox="256 1717 355 1763">5.</td> <td data-bbox="355 1717 759 1763">PWD + SC/ST</td> <td data-bbox="759 1717 1305 1763">15 Years</td> </tr> <tr> <td data-bbox="256 1763 355 1889">6.</td> <td data-bbox="355 1763 759 1889">Ex-Servicemen and commissioned Officers including ECO/SSCOs</td> <td data-bbox="759 1763 1305 1889">5 years</td> </tr> <tr> <td data-bbox="256 1889 355 2142">7.</td> <td data-bbox="355 1889 759 2142">Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.</td> <td data-bbox="759 1889 1305 2142">5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities</td> </tr> </tbody> </table>		S. No.	Category	Age Relaxation Permissible Beyond the Upper Age Limit (Prescribed in the Section for Qualifications)	1.	SC/ST	5 Years	2.	OBC (NCL)	3 Years	3.	PWD	10 Years	4.	PWD + OBC(NCL)	13 Years	5.	PWD + SC/ST	15 Years	6.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years	7.	Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities
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	8. Departmental candidates	Upper age limit shall not be insisted upon
*The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.		
4.	SC/ST/OBC(NCL)/PwD/ESM candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserved category candidates (SC/ST/OBC(NCL)/PwD/ESM) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.	
5.	<p><u>Caste/ Category Certificates:</u></p> <p>(i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2021-2022, therefore, valid NCL-OBC certificate issued during the period from 1.4.2021 to 31.3.2022 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2021 to 31.3.2022), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoPT OM No. 36036/2/2013- Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.</p> <p>(ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoPT OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.</p> <p>(iii) In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.</p>	
6.	The number of vacancies of the posts indicated in this Employment Notification are tentative. The Institute reserves the right to fill any consequential vacancies, and /or to increase/decrease the number of posts and make appointments accordingly.	
7.	Those who are in employment with state/Central Govt/PSU, shall submit a "No Objection Certificate (NOC)" at the submitting the application. OR The applicant will have to submit a NOC obtained from his/her employer to the Institute at the time of verification of documents (which will be prior to the written examination / interview). Candidates who do not submit their NOC at the time of verification of documents will not	

	be considered for written examination / interview.
8.	Experience and qualifications will be reckoned as on the last date of submission of applications.
9.	Canvassing in any form will be a disqualification.
10.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
11.	In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted to the High Court, Mumbai.
12.	All correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
13.	The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
14.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
15.	In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the Institute
16.	Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
17.	Based on the declaration made by the candidate in their Online Registration form/application form, they will be provisionally declared eligible to appear for the Selection Process. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
18.	Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the Institute.
19.	No interim correspondence will be entertained.
20.	The eligible and interested persons may apply on-line in the format available in the Institute website www.tiss.edu. Applications, except on-line, will not be accepted.
21.	Payment of Application Fee: Application Fee: Rs 1,000/- for General, OBC, EWS category and Rs 500/- for SC/ ST/ PWD (Divyang)/ candidates. Fee must be submitted through Online Mode only. Fee is waived off for female Candidate. Short payment or delayed payment after due date will not be considered.
22.	Please fill in all the information correctly on the on-line portal in the given format and deposit the fee as prescribed (Important: Short payment or delayed payment after due date will not be considered).

23.	Candidates are required to upload the documents, Photograph, Signature etc. as per the size limit given in online application form.
24.	The candidates are required to visit the website www.tiss.edu of the Institute periodically for any updates on the said recruitment.
25.	Those candidates applying on deputation/ absorption basis should clearly mention at the time of submission of online application and will be governed by as per norms of Department of Personnel & Training. The period of deputation initially will be for a period of 3 years & extendable upto maximum of 5 years.
26.	The online applications will open on - 03 September 2021
27.	The last date for receipt of applications is - 03 October 2021
28.	PLEASE NOTE THAT CANDIDATES NEED NOT SEND HARD COPY PRINT OUT AFTER SUBMISSION OF ONLINE APPLICATION TO THE INSTITUTE.

**Sd/
Registrar**