



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/ NON-TEACHING/JUNE/2020

NOTIFICATION – NON-TEACHING POSITIONS

Date: 17/06/2020

The Tata Institute of Social Sciences (TISS) was established in 1936 and was awarded the 'deemed to be university' status in 1964. TISS is fully funded by the University Grants Commission, Government of India and operates from its main campus in Mumbai, and the off-campuses at Tuljapur, Guwahati and Hyderabad. Currently the Institute offers **53** Masters' Degree programmes and 18 M. Phil. and Ph. D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, and Habitat Studies. BA degree programs in Social Sciences and Social Work are also offered from its off-campuses. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and nurtures multiple research collaborations with some of the best universities and institutions across the globe.

Applications are invited from interested individuals for TWO Group "A" administrative positions as shown below:

NAME OF POST	Mumbai Campus	Guwahati Campus	TOTAL
Deputy Registrar	1 (On Deputation/ Absorption)	1 (UR)	2

Eligibility Criteria (post wise):

1	Name of Post	DEPUTY REGISTRAR
2	No. of Post	2
3	Category	1 UR & 1 (Deputation/ Absorption)
4	Classification	Group - A
5	7th CPC Pay Matrix	Pay Matrix Level -12
6	Age Limit for Direct Recruits	50 years with relaxation as per norms of GOI.
7	Education and other qualifications required for direct recruits	Eligibility: a) Postgraduate Degree with at least 55% of the marks, or an equivalent grade in a point scale wherever grading system is followed. b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or c) Comparable experience in research establishment and/ or other institutions of higher education, or d) 5 years of administrative experience as Assistant Registrar or in equivalent post.

	<p>Desirable: For Mumbai campus: Primary Experience in Personnel with added experience in Purchase/ General Administration in an Educational / Research Institute/ Government/ Autonomous body. For Guwahati campus: Experience in Personnel/ Finance/ Academic with added experience in Purchase/ General Administration in an Educational / Research Institute/ Government/ Autonomous body.</p>
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I	GENERAL INSTRUCTIONS:
1.	Applicants are advised to submit separate applications against each post
2.	The Institute may offer lower post to a candidate, who may have applied for a higher post, in case the Selection Committee recommends so, and if such position is available for filling up.
3.	<p>The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The Institute reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be <i>higher than the minimum prescribed as decided by duly constituted Screening Committee/s and approved by the Competent Authority</i>. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post/ Registered Post/Courier service/e-mail. No correspondence will be made with applicants who have not been short- listed/not called for interview.</p> <p>In case the Institute receives large number of applications for a particular post, the Institute in such cases reserves the right to adopt stringent criteria for shortlisting candidates to be called for interview either by conducting a written test or adopting a marking system as approved by Competent Authority.</p>
4.	<p>a) Reservations for SC, ST, OBC, EWS and Persons with Disabilities will be as per Government of India norms as amended from time to time. Candidates applying for the Reserved Posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mandal Revenue Officer/ Equivalent authority as proof to this effect, without which the applications will not be considered.</p> <p>b) In case a candidate wants to claim benefits under the Persons with Disabilities category, the candidate's relevant disability should be not less than 40 per cent. Proof, to this effect, must be enclosed with the application, without which the application will be treated as 'General (unreserved)'.</p> <p>c) <i>Candidate applying for the post(s) reserved for O.B.C., must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India; otherwise the application will be summarily rejected without further consideration.</i></p> <p>d) <i>Candidate applying for the post(s) reserved for E.W.S, must submit an attested copy of certificate in the format prescribed by Govt. of India, issued by competent authority, vide Column 5 of G.O.I. Deptt. of Personnel and Training O.M. No. 36039/1/2019-Estt.(Res) dated 31.01.2019, without which applications will not be considered. The form of E.W.S</i></p>

	<p><i>Certificate must be in the format as prescribed by the Govt. of India; otherwise the application will be summarily rejected without further consideration.</i></p> <p>e) Reservation guidelines of Govt. of India, if revised in future shall be applicable & implemented accordingly.</p>
5.	The Institute reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post. Candidates shall not claim it as a right.
6.	The number of vacancies of the posts indicated in this Employment Notification is 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.	Selection will be made on the basis of candidates' previous record and their performance in the interview. The Institute may utilize seminar /colloquium/Lecture and/or any other mode as a supplementary method in selection process.
8.	The candidate/applicant will have to submit a ' NO OBJECTION CERTIFICATE ' obtained from his/her employer to the Institute at the time of interview, if he/she is called for test/interview.
9.	Experience and qualifications will be reckoned as on the last date of submission of applications.
10.	The Institute also reserves the right to select candidates with higher qualifications than what is specified or to select candidates who have not applied for the posts or those with different specialization.
11.	No application of probationer for employment in other institution shall be forwarded.
12.	Canvassing or influencing in any form on behalf of the candidate will disqualify candidature. Institute reserves the right to take appropriate action against uncalled for influence and threat.
13.	The candidates selected for appointment are expected to join within 30 days of issue of appointment letter.
14.	In case of any inadvertent error/ omission in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves right to modify/ withdraw/cancel any communication made to the candidate.
15.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
16.	The Institute reserves the right to withdraw the advertisement of a particular post(s) or complete advertisement due to administrative reason(s).
17.	In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted to the High Court, Mumbai.
18.	The eligible and interested persons are required to apply on-line in the format available in the Institute website www.tiss.edu . Applications as hard copy (in manual form) will not be accepted.
19.	PAYMENT OF APPLICATION FEE & SUBMISSION OF FILLED IN APPLICATIONS:
	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.
	Please fill in all the information correctly on the on-line portal in the given format and deposit the fee as prescribed (Important: Part payment or delayed payment after due date will not be considered).
20.	Candidates are required to upload the documents, Photograph, Signature etc. as per the size limit given in online application form.

21.	The candidates are required to visit the website www.tiss.edu of the Institute periodically for any updates on the said recruitment.
22.	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.
23.	The online applications will open on - <u>18th June, 2020</u>
24.	The last date for receipt of applications is - <u>10th July, 2020</u>
25.	PLEASE NOTE THAT CANDIDATES NEED NOT SEND HARD COPY PRINT OUT AFTER SUBMISSION OF ONLINE APPLICATION TO THE INSTITUTE.

Sd/-
Acting Registrar