



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/AUGUST/2019

NOTIFICATION – NON-TEACHING POSITIONS

Date: 06/08/2019

The Tata Institute of Social Sciences (TISS) has been promoting excellence in education and research in social sciences in India since 1936, through its teaching, research and field action programmes. The Institute was set up on the foundational belief that scholarship, education and developing human service professionals to address issues and problems faced by society was vital for a nation.

TISS was one of the earliest institutions to be recognized as an institution Deemed to be University in 1964 to further teaching and research in the inter-disciplinary areas of Social Sciences and has continuously developed and offered pioneering courses in applied, trans-disciplinary, and inter-disciplinary studies in social sciences.

TISS is a centrally funded public university, and the University Grants Commission provides the Institute's Plan and Maintenance Grants. It operates from four campuses located in Mumbai and Tuljapur (Maharashtra), Guwahati (Assam) and Hyderabad (Telangana). All the campuses have major ongoing research projects, collaborations with the Central and State Governments, industry and civil society organizations, and international agencies. The Institute has over 4,500 students on roll; with nearly one-fifth being Doctoral Scholars.

TISS has vacancies for Indian nationals in the following Campuses:

A. Registrar – 1 UR – Mumbai Campus

B. Deputy Registrar & Assistant Registrar

NAME OF POST	Mumbai Campus	Hyderabad Campus	Guwahati Campus	TOTAL
Deputy Registrar	1 UR	1 OBC	1 UR	3
Assistant Registrar	-	1 UR	1 ST	2

Eligibility Criteria (post wise):

1	Name of Post	REGISTRAR
2	No. of Post	1
3	Classification	Group - A
4	7th CPC Pay Matrix	Pay Matrix Level -14
5	Age Limit for Direct Recruits	Not more than 57 years

6	Tenure	The appointment will be on a tenure basis for a period of five years or up to the age of 62 years, whichever is earlier and renewable.
7	Education and other qualifications required for direct recruits	<p>Eligibility:</p> <p>(1) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>(2) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p>OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p>OR</p> <p>At least 15 years of administrative experience of which at least 8 years was as a Deputy Registrar or an equivalent post. (Level 12 /13 of pay matrix as per 7th CPC)</p> <p>Desirable: Preference will be given to candidates with experience in Universities and centrally funded educational/ research institutes <u>and having knowledge of financial management, human resource management, materials management, resource mobilisation and other related matters connected with general administration.</u></p>

1	Name of Post	DEPUTY REGISTRAR
2	No. of Post	3
3	Category	UR -2 & OBC -1
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	<p>Eligibility:</p> <p>a) Master's Degree with at least 55% of the marks, or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or</p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post.</p> <p>Desirable: Experience in Personnel/ Purchase/ Finance/ Administration/ Academic in a Educational / Research Institute/ Government/ Autonomous body.</p>

1	Name of Post	ASSISTANT REGISTRAR
2	No. of Post	2
3	Category	ST-1 & UR -1
4	Classification	Group - A
5	7th CPC Pay Matrix	Pay Matrix Level -10
6	Age Limit for Direct Recruits	50 years with relaxation as per norms of GOI.
7	Education and other qualifications required for direct recruits	<p>Eligibility: Master's degree with 55% , five years experience in educational administration or comparable experience in research establishment and other institution of higher education or 5 years of administrative experience in the pay scale of Rs.6500-200-10500</p> <p>Desirable: Experience in Personnel/ Purchase/ Finance/ Administration/ Academic in Government/ Educational Institute will be preferred.</p>

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.
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</i></p>

	<p>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.</p> <p>d) 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 Certificate must be in the format as prescribed by the Govt. of India; otherwise the application will be summarily rejected without further consideration.</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 mistake 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 shall have 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 may apply on-line in the format available in the Institute website www.tiss.edu . Applications, except on-line, 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: Short 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 basis should clearly mention at the time of submission of online application.
23.	The online applications will open on - <u>07th August, 2019</u>
24.	The last date for receipt of applications is - <u>2nd September, 2019</u>
25.	PLEASE NOTE THAT CANDIDATES NEED NOT SEND HARD COPY PRINT OUT AFTER SUBMISSION OF ONLINE APPLICATION TO THE INSTITUTE.

Acting Registrar