



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

ADVT/TISS/PROJECT/PRAYAS/February/2023

01st February 2023

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off- Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37<sup>th</sup> rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. 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 policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

**Vacancy for Post of Accounts Assistant (On contract for one year renewable based on performance)**

Prayas is a field action project of the Centre for Criminology and Justice, School of Social Work. Initiated in 1990, it is a response to the needs of disadvantaged groups being processed by the criminal justice system. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

Prayas invites interested candidates to apply for the post of Accounts Assistant (On contract for one year to be renewable based on performance).

**Post: Accounts Assistant (on contract)**

**Period: One Year**

**No. of Vacancy: 02 Post**

**Consolidated salary:** Approximately Rs. 20000/- per month (including TA),

**Preferable age:** Upto 35 years as on 1<sup>st</sup> February 2023.

**Location: MUMBAI, NAVI MUMBAI, THANE**

**The last date for receipt of online application: 15 February 2023.**

This is a full-time position. Candidates residing within **municipal limits of MMR (Mumbai Metropolitan Region) / Thane / Navi Mumbai** or those able to travel to Mumbai for daily work are invited to apply. When required, the selected candidate will also be required to travel to other districts.

**Qualification and Experience:**

Bachelor of Commerce with at least 55 per cent or an equivalent grade in a point scale. The candidate must have minimum two years of work experience in the field of Finance and Accounts.

**Desirable Qualification and Experience:**

- Good knowledge of finalization of accounts of charitable organizations, charitable trusts statutory requirements,
- Good knowledge of maintenance of books of accounts as per accounting norms.
- Excellent knowledge of budgeting and multiple accounting & finance management.
- Ability to work effectively in team as well as independently.
- Experience in working on ERP software.
- Proficiency in Word, Excel, Tally and Power Point.

**Other conditions:**

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- 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 interview.
- The post is unreserved, but candidates belonging to reserved category can apply No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post
- No TA/DA is payable for appearing for the interview
- **In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)**

**Application process and interview:**

1. Interested Candidates are requested to send their resume and certificates of education and experience to: ***prayasrehab2013@gmail.com***.
2. Candidates will be informed over e-mail and/or mobile phone to appear for the Written Test / Interview (offline / online) to be conducted at TISS, Mumbai, during third or fourth week of February 2023.

Note: The selected candidate has to join with in 15 days of intimation of selection.

**Project Leader, Prayas**