



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

No. TISS/SVE/October/2022/02

06 Oct 2022

Call for Walk-In Interview for the Post of 'Backoffice Support Executive'(Three Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The **Tata Institute of Social Sciences (TISS)**, a multi campus community engaged Public University, established in 1936 as the Sir Dorabji Tata Graduate School of Social Work in Mumbai, aimed to create human service professionals to address the issues of unemployment and poverty in the context of the Great Depression of the 1930s. It was renamed 'Tata Institute of Social Sciences' in 1944, and in 1964 the Government of India (GoI) declared TISS as 'Deemed to be a University' under Section 3 of the University Grants Commission (UGC) Act, 1956. It has been graded as a Category I Deemed to be University in the year 2018 as per the UGC categorization of Deemed to be University under UGC Regulations, 2018. TISS has four campuses - Mumbai, Tuljapur, Hyderabad and Guwahati. For more details visit our website www.tiss.edu

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the 'Internship Embedded Skill Training Programme'. The Vocational Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course. Although, stipend is not mandatory for the Skill Knowledge Providers, TISS-SVE strongly encourages Skill Knowledge Providers (SKPs) to adopt this practice.

2. Post Advertised with Remuneration & Date for Walk-In Interview.

(a) Candidates are invited for one post of '**Backoffice Support Executive**' to be filled on contract basis for a period of two year initially and extendable based on performance of the employee and requirements of the Institute.

(b) **Monthly Remuneration. INR 20,000 per month (Consolidated)**
Commensurate with educational qualification and work experience.

(c) **Date of Walk-In Interview- 14 Oct 2022**

(d) **Location. Mumbai** (Candidate should be ready to relocate)

(e) **No.of Position: 03 Positions**

(f) **Venue.** Tata Institute of Social Sciences - School of Vocational Education, Kaushal Kendra, New Campus, Farm Road, Deonar, Mumbai.

(g) **Timing.** 2:00 p.m to 4:00 p.m

3. Job Description.

- a) We are looking for Back Office Support Staff who will assist the team in day to day operational activities.
- b) Data entry
- c) Maintaining various MIS/ Data Management
- d) Document Management (Scanning, Barcoding, Organizing, Dispatching, Tracking)
- e) Carry out other related duties from time to time, as required.

4. Essential Experience & Qualification.

- (a) 0 to 2 years of experience in relevant field
- (b) Minimum Graduate in relevant field
- (c) Excellent written and verbal communication
- (d) Creative & Innovative
- (e) Excellent MS Word & Excel skills with knowledge of formulae
- (f) Ability to multi task

5. Selection Process and Interview.

a.) The desirous candidates having requisite qualifications and fulfilling other eligibility may appear for the walk- in interview along with the updated resume, original educational certificates & mark sheet, address proof and self-attested photocopy of the same.

b.) The interview process will have following stages:

- i. Verification of Documents
- ii. Final Interview

* Elimination may take place at any stage

c.) Selected Candidates will be communicated within 48 Hrs. through e-mail or mobile phone.

d.) No TA/DA will be paid for appearing for the interview.

Note: The selected candidate is expected to join within 07 to 10 Days.

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School of Vocational Education**