



**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)

No. ADVT/TISS/RECT-NT/JUNE/2024

14 JUNE 2024

**Applications are invited for the following Non-Teaching Posts on Contractual basis.**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Ministry of Education (MoE), Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree 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 it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

**The Institute invites application from the interested candidates to apply for the following posts**, to be filled on contract basis for a period of One year for post at Sr. No.1 to 3 and for Six months for post at Sr. No. 4 and 5 initially and extendable based on performance of candidate and requirement by the Institute.

Sr. No.	Name of the Post	Educational Qualification / Experience / Age limit / Remuneration	Desirable Qualification
1	Consultant – Establishment Matters (01 Post)	<b>Educational Qualification / Experience:-</b> Bachelor's Degree from a recognized University/Institution with 07 years of work experience in Administration and Establishment matters. <b>Age:-</b> Upto 62 years (Only Retired Government Employees are allowed to apply). <b>Remuneration:-</b> As per Government rules (Last drawn Basic Pay less Pension).	The candidate should have knowledge in the field of Establishment Rules, Reservation Rosters, GFR's, Procurement, Pay Rules, Pay Fixation, Service Book Maintenance, Handling Audit, Contract Management, Disciplinary Proceedings, etc.

P.T.O.

Sr. No.	Name of the Post	Educational Qualification / Experience / Age limit / Remuneration	Desirable Qualification
2	Consultant – Internal Audit (01 Post)	<p><b>Educational Qualification / Experience:-</b> Bachelor's Degree from a recognized University/Institution plus 10 years of work experience on GoI Rules to handle Personnel, Finance matters, Inventory Management, Purchase of Goods &amp; Services etc.</p> <p><b>Age:-</b> Upto 62 years (Only Retired Government Employees are allowed to apply).</p> <p><b>Remuneration:-</b> As per Government rules (Last drawn Basic Pay less Pension).</p>	The candidate should have experience of atleast in the rank equivalent to Pay level 10 and above.
3	Consultant – Infrastructure Development and Support Division (01 Post)	<p><b>Educational Qualification / Experience:-</b> First Class Bachelor's Degree in relevant field (Civil / Electrical Engineering) from a recognised Institute/University with minimum 07 years of experience in Electrical &amp; Civil Works. Well versed with CPWD manual &amp; Purchase rules of Electrical &amp; Civil items, AMC processing of Civil &amp; Electrical bills etc., as per Central Government rules.</p> <p><b>Age:-</b> Upto 62 years.</p> <p><b>Remuneration:-</b> Rs. 50,000/- to 60,000/- p.m. Or For Retired Government Employees (As per Government rules last drawn Basic Pay less Pension).</p>	<p>Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p> <p>The candidate should have good knowledge in all aspects of administration and experience in working in ERP environment. The candidate should have proficiency in Word, Excel, Powerpoint etc.</p>
4	Consultant – Security Officer (01 Post)	<p><b>Educational Qualification / Experience:-</b> Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores.</p> <p>OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above or Army class I Examination or an equivalent examination.</p> <p>AND</p> <p>Holding a valid Driving License (LMV/Motor cycle).</p> <p><b>Age:-</b> Upto 62 years.</p> <p><b>Remuneration:-</b> Rs. 50,000/- to 60,000/- p.m. Or For Retired Government Employees (As per Government rules last drawn Basic Pay less Pension).</p>	<p>Completion of a course in firefighting or unarmed combat course in Army or Para-military force.</p> <p>Knowledge in Computer applications.</p> <p>Should able to speak English and Hindi / Regional Language of the location of the university</p> <p>Retired from Defence Service (Non-Civilian) at Government Organisation at the Level of 10 and above.</p>
5	Consultant – Facility Services (01 Post)	<p><b>Educational Qualification / Experience:-</b> Bachelor's Degree from recognized University/Institution with 05 years' experience in Hospitality/Event Management.</p> <p>OR</p> <p>Bachelor's Degree in any discipline from a recognized University/ Institution with 10 years of work experience in relevant field.</p> <p><b>Age:-</b> Upto 62 years.</p> <p><b>Remuneration:-</b> Rs. 50,000/- to 60,000/- p.m. Or For Retired Government Employees (As per Government rules last drawn Basic Pay less Pension).</p>	Candidates having specialisation in Labour Management will be given preference

## **Job Specifications:**

### **(1) Consultant – Establishment matter :**

- i. Will look after recruitment of Adhoc Teaching and Non-Teaching employees.
- ii. Assist in all matters such as Service Rules, Establishment Rules, Contract Management, Reservation Rosters, GFR's, Procurement, Pay Rules, Pay Fixation, Service Book Maintenance, etc.
- iii. To guide in establishment and service matters of Teaching/Non-Teaching/Project Employees.
- iv. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

### **(2) Consultant – Internal Audit :**

- i. Scrutinize and guide on issues pertaining to Service Matters (recruitment, salary, pension, promotions, reservations etc), establishment matters, procurement, contract management etc, as per extant Rules & Regulations contained in FR & SRs, CCS (CCA) Rules, CCS (Conduct) Rules, GFR-2017 and all GoI Orders/Instructions etc issued from time to time.
- ii. Assist P&A Section in preparation and scrutinizing and vetting the documents for disciplinary/administrative proceedings as per extant Rules/Provisions etc of GoI.
- iii. Scrutinize and advice on Retirement Benefits, Pay Fixation, Income Tax related issues, TDS rates, GPF/CPF/NPS matters, TA/DA, GoI Rules for Re-Employment, Deputation and other related matters.
- iv. Scrutinize and guide about GoI Rules for LTC, maternity/paternity leave benefits, other leave entitlements, allowances etc.
- v. Scrutinize and guide on purchase of Goods and Services for the Institute as per GFR-2017 and other Rules in vogue.
- vi. Opening of quotations, comparing the comparative statements, scrutinizing and comparing the quoted rates to available market rates, GST in respect of all the items purchased or work contract etc.
- vii. Internal Audit of the financial transactions, before they are forwarded to the Competent Authorities for approval etc. Also to examine and ensure that proper controls are maintained on all purchases and consumption of materials in accordance with the Budget.
- viii. Scrutinize and checking vouchers and certification of receipt of goods, Log Books for use of vehicles, inventory of publications etc.

- ix. To scrutinize and ensure maintenance of proper Inventory Control (Stationery, Movable Furniture and Equipment etc) on all assets purchased through Projects/Maintenance/Plan Grants and reconcile with the Assets Registers.
- x. Will help in audit of proposals of the Institute and attend to the Statutory Auditors i.e. CAG Audit etc.
- xi. Liaising with the C&AG office to close the audit paras.
- xii. Scrutinizing the monthly budget of Dining Hall.
- xiii. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

### **(3) Consultant – ID&S :**

- i. The role is to guide, co-ordinate and provide an overall supervision to all agencies, linked with development of the Institute for smooth performance at pre, during and post construction period.
- ii. Coordinating and working out budgets for development of Mumbai and Off-Campuses, TISS to meet their requirements/Infrastructure activities.
- iii. Overseas planning and construction of all the campuses of the Institute by coordinating activities of appointed PMC, their architects/consultants, and TISS appointed architects/consultants from inception to completion.
- iv. The activities which include more particularly checking of contractors payments as also regulating and checking of variations in work, affecting time and cost structure.
- v. Examine budgets provided for various activities for the campuses and co-related these available finances with construction costs, operational costs, maintenance costs, etc. All activities will be scrutinized in an overall form but may also need to be examined in details wherever necessary, to co-relate with overall development.
- vi. Undertake periodical supervision of all existing structures and services for repairs and maintenance and get the work done through construction agencies of Mumbai Campus and Off-Campuses as per requirements.
- vii. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

### **(4) Consultant – Security Officer :**

- i. To maintain day-to-day administration of security section, accident free campus in terms of safety and security and to maintain peaceful environment in the campuses.
- ii. To ensure vigilance and security 24x7 at the Institute.

- iii. To identify the sensitive/corruption prone spots in the Institute and keep an eye on personnel posted in such area. Conducts surprise/regular inspections to detect the systems, its failures and existence of corruption or malpractices.
- iv. Deploying Security Staff, regulating entry / exist of authorized personnel, vehicles, materials, attending to untoward incidents like trespassing, theft, fire, accident etc., taking security rounds, conducting enquiries, recording statements, collecting intelligence, rendering assistance to employees in case of emergency, supervising packing of materials, clearing gate pass, enforcement of security rules / procedure, operating security gadgets, drawing pachanamas, making written reports of unusual happenings and liaising with police.
- v. Supervision of maintenance of Fire Fighting equipments, installations and monitoring through the security staff.
- vi. Monitoring of water supply both BMC/Borewell water through the security staff.
- vii. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

**(5) Consultant – Facility Services :**

- i. Supervision duty of House keeping, Campus Maintenance Cleaning, Garden work, General Cleaning Work, Office rooms, Classrooms, Residential Building Security Chowky, Surrounding Residential Area, Hostel, Dining Hall, Gymkhana, Guest House, Porta Cabin etc.
- ii. Maintaining of attendance of permanent service staff.
- iii. Allocation of permanent and contractual service staff.
- iv. Arrangement of various events at the Institute.
- v. Looking after venue bookings such as Convention Centre, Library Conference Hall, Old Conference Hall, Green Room (New Campus), Board Room (Old & New Campus), Training Room, Amphithreatre, Main Quadrangle.
- vi. To provide logistic support to the above venue such as security support, electrician, attendant, Registration / Exhibition / Pandal / Round Table etc.
- vii. To make bills for above venue booking and submit it to the Accounts Section for final payment with proper Account code.
- viii. Bookings of Classroom, Guest House, Service Apartment for the visitors.
- ix. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

### Other Conditions:

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the above procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/Online) in case of high response.
3. The post is unreserved, but candidates belonging to the reserved category are encouraged to apply.
4. No queries or correspondence regarding the 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.
5. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
  - a) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
  - b) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
  - c) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

### Application Fees:

The application fee of Rs. 500/- each be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

**Last date of receipt of online application: 30<sup>th</sup> June 2024.**

### Application Process:

- Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at [www.tiss.edu](http://www.tiss.edu).
- **Candidate must provide their Gmail ID in Online Application Form.**
- Candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.
- **Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

**Verification of documents:**

The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment.

**Note:** The selected candidate would be required to join within 15 days of selection.

**Sd/-  
Officiating Registrar**

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