ADVT.REF.NO.02/TISS/NON-TEACHING POSITIONS/MAY/2023

NOTIFICATION – NON-TEACHING POSITIONS

(Last Date for submission of online Application: 26th June, 2023)

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, 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 campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. 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.

Applications are invited for the following posts from eligible candidates of Indian Nationality, who are keen to pursue a career in TISS:-

Sr. No.	Name of the Post	Mumbai Campus	Tuljapur Campus	Hyderabad Campus	Guwahati Campus	Total
1	Registrar	1 (UR)	-	-	-	1
2	Deputy Librarian	-	-	1 (UR)		1
3	Assistant Registrar	1 (UR)	-	-	-	1
4	Assistant Manager Publications	1 (UR)	-	-	-	1*
5	System Analyst-cum-Programmer	1 (ST)	-	-	-	1*
6	Health Officer	-	1 (OBC)	-	-	1*
7	Field Work coordinator	1 (UR)	-	-	-	1
8	Section Officer	3 (1 UR, 1 OBC & 1 EWS)	-	-	-	3
9	Section Officer (Security)	1 (ST)	-	-	-	1
10	Programmer	1 (UR)	-	-	-	1*
11	Horticulturist	-	1 (UR)	-	-	1
12	Senior Technical Assistant (SM&CS)	1 (UR)	-	-	-	1*

Sr. No.	Name of the Post	Mumbai Campus	Tuljapur Campus	Hyderabad Campus	Guwahati Campus	Total
13	Stenographer Grade II	5 (3 (1*) UR, 1 OBC & 1 ST)	-	-	-	5(1*)
14	Psychiatric Social Worker	1 (OBC)	-	-	-	1
15	Social Worker (with Specialization in Counseling Mental Health)	-	1 (UR)	-	-	1
16	Technical Assistant (SM&CS)	1 (UR)	-	-	-	1
17	Technical Assistant (CC)	1 (UR)	-	-	-	1
18	Stenographer Grade – III	1 (OBC)	1 (UR)	1 (EWS)	1 (UR)	4
19	Lower Division Clerk	5 (1 OBC, 1 EWS & 3 UR)	--	2 (UR)	3 (1 ST & 2 UR)	10*
20	Data Entry Operator	2 (1 SC & 1 EWS)	-	-	-	2
21	Telephone Operator	1 (OBC)	-	-	-	1
22	Project Sound Operator-cum-Electrician	1 (UR)	-	-	-	1
	Total	29	4	4	4	41

* Backlog Post

Eligibility Criteria:

		1. REGISTRAR
1	Name of Post	Registrar
2	Number of Post	One (01)
3	Category	**UR**
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Level-14**
6	Age	Preferably below 57 Years
7	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. Eligible for re-appointment after due selection process if fulfilling age criteria.
8	Education and other qualifications	**Essential:** 1. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale from a recognized University/ Institutes. 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. **OR** Comparable experience in a research establishment and/or other institutions of higher education. **OR** At least 15 years of administrative experience of which at least 8 years' shall be as a Deputy Registrar or an equivalent post. **Desirable:** Preference will be given to candidates having 1. Experience in Universities and Centrally Funded Educational/Research Institutes and having knowledge and experience of handling General Administration, Financial Management, Human Resources Management, Materials Management, Legal Issues, Resource Mobilization and/or other related matters connected with General Administration. 2. Experience of establishing administrative systems as part of setting up new campuses/ off-campuses of universities will be preferred. 3. Knowledge and Experience in Computerized Administration/ Legal/ Finance/ Establishment matters. 4. Ph.D./LLB/Post Graduation in Management with specialization in Human Resources or Organizational Development) will be preferred. Knowledge of Computer Applications is essential. 5. Good letter drafting skills for communication with all types of stakeholders would be considered as an added advantage.
	Deputation	**The candidate(s) may also apply through deputation mode of appointment.** The Essential and Desirable qualification shall remain the same for deputation mode of appointment. For

		applying to deputation mode, the candidate (s) has to forward the application through the organization the print out of online submitted application along with the attested copy of five years of APAR and certificates/testimonials towards educational qualification and experience certificate and to be sent through proper channel to :- PERSONNEL & ADMINISTRATION SECTION, V. N. PURAV MARG, SION-TROMBAY ROAD, OPPOSITE DEONAR DEPOT, TISS, MUMBAI – 400088, superscribing on the upper middle of the envelop" APPLICATION FOR THE POST OF REGISTRAR ON DEPUTATION MODE" . Late application shall not be considered. However , such application (s) will be considered under direct recruitment mode. Candidate is required to send hard copy of application along with 5 years of APARs only on deputation mode of appointment within the last date. No need to send hard copy of the application in case of direct recruitment . Candidate sending application in hard copy without filling online shall be rejected.

2. DEPUTY LIBRARIAN		
1	Name of Post	Deputy Librarian
2	Number of Post	One (01)
3	Category	UR
4	Classification	Group A
5	Level of Pay as per 7th CPC	Level-12
6	Age	50 Years
7	Education and other qualifications	**Essential:** 1. Master's Degree in Library Science/ Information Science/Documentation Science with at least 55% marks or an equivalent grade in the point scale, wherever grading system is followed. 2. Eight years' experience as an Assistant University Librarian/ College Librarian. 3. Evidence of Innovative Library Services including integration of ICT in Library. 4. A Ph.D. Degree in Library Science/ Information Science/ Documentation Science/ Archives and Manuscript Keeping/ Computerization of Library.

	3. ASSISTANT REGISTRAR	
1	Name of Post	**Assistant Registrar**
2	Number of Post	One (01) .
3	Category	**UR**
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Level-10**
6	Age	45 Years
7	Education and other qualifications	**Essential:** 1. Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale. **Desirable:** 1. Five years of experience in supervisory level in Pay Level 7 in areas related to Administration/ Establishment/ Finance/ Academic matters in a University or other Institutions of Higher Education / Research Establishment / PSU / Government organisations 2. Knowledge of Computer Applications essential. 3. Degree in Law / Management

	4. ASSISTANT MANAGER PUBLICATIONS	
1	Name of Post	**Assistant Manager (Publications)**
2	Number of Post	One (01)
3	Category	**UR**
4	Classification	Group A
5	Level of Pay as per 7th CPC	Level-10
6	Age	45 Years
7	Education and other qualifications	**Essential:** 1. Master's Degree in Social Sciences with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with ten years' experience. 2. Minimum seven years' experience in publishing or public relations or allied areas. 3. Proficiency in computerized administrative systems and processes. 4. Good writing and social media skills. 5. Well versed with DTP Programs like Coral Ventura, Coral Draw, Adobe Indesign and QuartkXpress etc, and various online platforms. **Desirable:** 1. Excellent writing and academic editing skills in English. 2. Understanding of graphic design and designing software.

5. SYSTEM ANALYST-CUM-PROGRAMMER		
1	Name of Post	System Analyst-cum- Programmer
2	Number of Post	One (01)
3	Category	1 ST
4	Classification	Group – A
5	Level of Pay as per 7th CPC	Level: 10
6	Age	45 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. First class (60% & above) M.E./M.Tech. (Computer Science & Technology)/ Information Technology) with two years of relevant experience or equivalent **OR** First class (60% & above) Master in Computer Applications (MCA) with two years of relevant experience. **OR** First class (60% & above) M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience. **Desirable:** 1. Doctorate degree in any of the subjects mentioned in essential qualification. Formal training in computer programming/system design/ analysis with knowledge of programming languages - developing web-based applications specifically using Python, Django; working with JavaScript (ES5/ES6), jQuery, CSS3, HTML5, and AJAX; familiar with Git or any other version control system; ability to build responsive webpages; knowledge of Bootstrap and a design language like material design; sense of aesthetics: layout grid systems, color theory, and typography & understanding of UX principles and UI Development process. CISCO Certified Network Associate/Cisco Certified Network Professional or equivalent certification. 2. Experience in managing servers in converge systems

6. HEALTH OFFICER		
1	Name of Post	**Health Officer**
2	Number of Post (s)	One (01)
3	Category	**OBC**
4	Classification	Group A
5	Level of Pay as per 7th CPC	Level-10
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. MBBS recognised by Medical Council of India. 2. Registered with MCI / State Medical Council 3. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital. **Desirable:** 1. Post Graduate Medical Qualification recognized by the MCI.

7. FIELD WORK COORDINATOR		
1	Name of Post	**FIELD WORK COORDINATOR**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group – A
5	Level of Pay as per 7th CPC	7th CPC Level: 10
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. Master's Degree in Social Work with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 15 years' experience in field work. **Desirable:** 1. Should have strong leadership qualities and administrative skills, written and oral communication skills, ability to coordinate and supervise field work of social work students, identify new organisations in the field for placements and maintain good relations with existing organisations where students are placed, engage in process documentation and develop protocols and manuals relating to field work and write reports. 2. Should have proficiency in English, Hindi and preferably Marathi languages.

8. SECTION OFFICER		
1	Name of Post	**Section Officer**
2	Number of Post (s)	Three (03)
3	Category	1 – UR, 1 – OBC & 1 - EWS
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	**Essential:** 1. A Bachelor's Degree in any stream from any recognised Institute/University. 2. Three years of experience in supervisory level in Pay Level 6 in areas related to Administration/Establishment/Finance/Academic matters in a University or other Institutions of Higher Education/ Research Establishment/ PSU/ Government organizations **Desirable:** 1. Post-Graduation in management/ law, experience in establishment/ finance and accounts/ academic/facilities services will be preferred.

9. SECTION OFFICER (SECURITY)

1	Name of Post	**Section Officer (Security)**
2	Number of Post (s)	One (01)
3	Category	**1 – ST**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	**Essential:** 1. 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. **OR** Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. **AND** 2. Holding a valid Driving License (LMV/ Motor cycle). **Desirable:** 1. Completion of a course in firefighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. 2. Should able to speak English and Hindi / Regional Language of the location of the university

10. PROGRAMMER

1	Name of Post	**Programmer**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruits	**Essential:** 1. A Bachelors' degree in Computer Science/ Engineering/ Technology or having a post graduate degree in the subject and degree/diploma with five years' experience from recognized University or Institute with five years' experience in a University/ Research establishment/ Central/ State Govt PSU and other autonomous bodies or Private organization of repute.

		Desirable: 1. Formal training in computer programming/ system design/ analysis with knowledge of programming languages - developing web based applications specifically using Python, Django; working with JavaScript (ES5/ES6), jQuery, CSS3, HTML5 and AJAX & familiar with Git or any other version control system. Cisco Certified Network Associate/ CISCO Certified Network Professional or equivalent certification. Experience in handling social science research data analysis. 2. Programming with latest technology for the development framework, programming language and version control system to maintain the codes.

	11. HORTICULTURIST	
1	Name of Post	**Horticulturist**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. A Bachelors' degree in agriculture/ horticulture/ floriculture or equivalent with three years' experience in the relevant field from recognized University / Research establishment /Central /State Govt/ PSU and other autonomous bodies or Private organization of repute.

	12. SENIOR TECHNICAL ASSISTANT (MEDIA AND COMMUNICATION)	
1	Name of Post	**Senior Technical Assistant (Media and Communication)**
2	Number of Post (s)	One (1)
3	Category	UR
4	Classification	Group – B
5	Level of Pay as per 7th CPC	7th CPC Level: 6
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. Bachelor's degree or equivalent Diploma in Photography / videography/ Art or B.A./ B.Sc./ B.Com. with three years' experience of assisting in video production. Experience in image manipulation software required. 2. Experience and familiarity in the use of video and sound equipment, editing and still photography equipment essential. **Desirable:** 1. Skills in visual and digital graphic design desirable.

	13. STENOGRAPHER GRADE II	
1	Name of Post	**Stenographer (Grade II)**
2	Number of Post (s)	Five (05)
3	Category	**3 – UR, 1 – OBC & 1 - ST**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-6
7	Age Limit for Direct Recruits	35 Years
8	Education and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree in any stream from any recognised Institute/University. 2. Proficiency in Stenography in English/ Hindi with minimum speed of 100 wpm. 3. Proficiency in Typing in English with minimum speed of 35 wpm. 4. Proficiency in Computer Applications 5. Three years' (experience as Stenographer in Central State Govt Organisations/University Research Institution or Central/State autonomous Institution. **Desirable:** 1. Proficiency in English and good communication skills. **Skill Test Norms on Computer:** 1. Dictation: 10 minutes @ 100 wpm 2. Transcription : 40 minutes English

	14. PSYCHIATRIC SOCIAL WORKER	
1	Name of Post	**Psychiatric Social Worker**
2	Number of Post (s)	One (01)
3	Category	**OBC**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-6
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	**Essential** 1. Master's degree in Social Work with specialization in Medical and Psychiatric Social Work or Health and Mental Health with at least 55% marks or an equivalent grade seven point scale. 2. Five years' experience of working with children and adolescents in the field of mental health. 3. Should have proficiency in English, Hindi and preferably Marathi languages. **Desirable :** 1. Ability to work in community with different stakeholders, supervise students of social work, write project proposals, engage in research, case documentation and writing reports. 2. Strong in community assessment and development skills, written and oral communication skills.

15. SOCIAL WORKER

1	Name of Post	Social Worker
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	**Essential** 1. Masters Degree in Social Work with at least 55% marks or its equivalent grade of B in the UGC seven point scale with 3 years' experience in the relevant field. **Desirable** 1. Should have strong leadership qualities and administrative skills, written and oral communication skills, working with faculty, staff and student community, networking and resource mobilization skills, writing project proposals, engage in research and writing reports and should have proficiency in English, Hindi and preferably Marathi languages.

16. TECHNICAL ASSISTANT (MEDIA AND COMMUNICATION)

1	Name of Post	**Technical Assistant (Media and Communication)**
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group – B
5	Level of Pay as per 7th CPC	7th CPC Level: 5
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	**Essential** 1. Bachelor's degree with two years' experience of assisting in Digital Video Camera Work, OR HSC with 5 years experience of assisting in Video Camera and Audio Visual equipment. 2. Experience in image manipulation software and skills in visual and digital graphic design desirable.

17. TECHNICAL ASSISTANT (COMPUTER CENTRE)

1	Name of Post	Technical Assistant (CC)
2	Number of Post (s)	One (01)
3	Category	UR
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-5
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	1. A Masters' degree in in Computer Science/ Masters in Computer Applications **OR** Bachelors' Degree in Engineering/ Technology in Computer Science and Technology/Electronics and Communication / Information Technology from recognized University or Institute with five years' experience in a University/Research establishment / with two years' experience in Central/ State Govt/ PSU and other autonomous bodies or Private organization of repute. Desirable: 1. Two Years experience in the relevant field for those who holds Master Degree.

18. STENOGRAPHER GRADE III

1	Name of Post	Stenographer Grade III
2	Number of Post (s)	Four (04)
3	Category	2 – UR, 1 – OBC & 1 - EWS
4	Classification	Group C
5	Level of Pay as per 7th CPC	Level-4
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree from a recognized University/ Institute. 2. At least 02 Years' experience as Stenographer / Personal Assistant in a University/ Research Establishment/ Central/ State Govt / PSU/ private organisation. 3. English Stenography speed: 80 wpm in English 4. English - Type speed: 35 wpm in English 5. Knowledge of computer applications. Desirable: 1. Proficiency in English & good communication Skills. Skill Test Norms on Computer: Dictation: 1. 10 minutes @ 80 wpm Transcription : 50 minutes

19. LOWER DIVISION CLERK

1	Name of Post	**Lower Division Clerk (LDC)**
2	Number of Post (s)	Ten (10)
3	Category	**1 ST, 1 OBC, 7 UR & 1 EWS**
4	Classification	Group C
5	Level of Pay as per 7th CPC	Level-2
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree in any stream from any recognised Institute/University. 2. Speed in English Typing @ 35 w.p.m. 3. Proficiency in Computer Operations. **Desirable:** 1. Experience in Administration/ Accounts / Academic matters. Capacity to work in a fully computerized environment.

20. DATA ENTRY OPERATOR

1	Name of Post	**Data Entry Operator (DEO)**
2	Number of Post (s)	Two (02)
3	Category	**1 – SC & 1 - EWS**
4	Classification	Group C
5	Level of Pay as per 7th CPC	Level-2
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	**Essential :** 1. A Bachelor's Degree in any stream from any recognised Institute/University. 2. Speed in English Typing @ 35 wpm 3. Proficiency in Computer Operations. **Desirable:** 1. Experience in Administration/ Accounts / Academic matters. Capacity to work in a fully computerized environment

	21. TELEPHONE OPERATOR	
1	Name of Post	Telephone Operator
2	Number of Post (s)	One (01)
3	Category	OBC
4	Classification	Group C
5	Level of Pay as per 7th CPC	Level-2
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	**Essential :** 1. A degree with a certificate course in telephone Operating, experience of EPABX 10+100 Board, and ability to speak and write in English, Hindi and Marathi 2. Two years' experience in the relevant field

	22. PROJECT SOUND OPERATOR-CUM-ELECTRICIAN	
1	Name of Post	Project Sound Operator-cum- Electrician
2	Number of Post (s)	One (01)
3	Category	1 – UR
4	Classification	Group C
5	Level of Pay as per 7th CPC	Level-2
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	**Essential :** 1. SSC and ITI Certificate in trade of Electrician or a Diploma in the trade of Electrician. 2. Two years' experience of electrical work & familiarity with system & projection equipment desirable.

Sr. No.	**GENERAL INSTRUCTIONS:**
1.	Applicants are advised to submit separate applications against each post, also mention the Campus for which they are applying.
2.	Applicants should possess the prescribed Qualifications and Experience as on the Closing Date of Application, as prescribed by the Institute from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

3.	**Age Relaxation:**

a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes (**SC**), Scheduled Tribes (**ST**), Other Backward Classes (**OBC**) (Non Creamy Layer) (**Central List**), Persons with Disabilities (**PwD**), Ex-Servicemen (**ESM**) and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the Institute.

b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Govt Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings. "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

c. The upper age-limit as prescribed for direct recruits upto Pay Level 9 shall not be insisted upon in the case of departmental candidates of the Institute. The upper age limit will be relaxed to the extent of service rendered by them in the Institute.

d. The upper age limit for the posts advertised shall be determined as on Closing Date of Advertisement. Documents for seeking age relaxation should be submitted along with application and at the time of written examination/interview (if applicable).

e. The above provisions are summarized in the table given below:

S. No.	Category	Age Relaxation Permissible Beyond the Upper Age Limit (Prescribed in the Section for Qualifications)
1.	SC/ST	5 Years
2.	OBC (NCL)	3 Years
3.	PWD	10 Years
4.	PWD + OBC(NCL)	13 Years
5.	PWD + SC/ST	15 Years
6.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years
7.	Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities
8.	Departmental candidates	Upper age limit shall not be insisted upon

*The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

4.	SC/ST/OBC(NCL)/PwD/ESM candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserved category candidates (SC/ST/OBC(NCL)/PwD/ESM) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
5.	**Caste/ Category Certificates:**

(i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2021-2022, therefore, valid NCL-OBC

certificate issued during the period from 1.4.2021 to 31.3.2022 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2021 to 31.3.2022), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoPT OM No. 36036/2/2013- Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

(ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoPT OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

(iii) In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

6.	The number of vacancies of the posts indicated in this Employment Notification are 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.	Those who are in employment with state/Central Govt/PSU, shall submit a **"No Objection Certificate (NOC)"** at the submitting the application. OR The applicant will have to submit a NOC obtained from his/her employer to the Institute at the time of verification of documents (which will be prior to the written examination / interview). Candidates who do not submit their **NOC** at the time of verification of documents will not be considered for written examination / interview.
8.	**Age, Experience and Qualifications will be reckoned as on the last date of submission of applications.**
9.	Canvassing in any form will be a disqualification.
10.	Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".
11.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment letter sent to the candidates.
12.	The Institute will retain data of online applications received for candidates only for three months after the completion of the recruitment process.
13.	The Institute reserves the right to place a reasonable limit on total number of candidates, to be called for test/interview. Fulfillment of the prescribed essential and /or desirable qualifications per-se will not entitle a candidate automatically to be called for test/ interview.
14.	Tie between candidates obtaining equal marks in written tests will be resolved in the following order of preference: (i) Candidates having lesser number of negative responses (ii) Candidate older in age
15.	The Institute reserves the right to increase or decrease the number of vacancies advertised as per need/directives of Government of India or cancel the advertisement itself in toto or partially without any further notification or assigning any reason.

16.	Degrees as referred above are those, which have been awarded by a recognized University/ Institution.
17.	The institute reserves the right to relax any of the qualification/experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
18.	The decision of the Institute regarding the conduct of written / trade test/ skill test/ Typing test, verification of documents and selection would be final and binding on all applicants. No representation/correspondence will be entertained in this regard.
19.	Eligibility of candidate applying (through online mode only) for the post applied shall be considered as on the last date of closing online application interface, as per criteria specified in the advertisement
20.	Addendum/ corrigendum if any, in respect of this advertisement shall be published only on notice board section of the website of TISS Mumbai "www.tiss.edu".
21.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding
22.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
23.	In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted to the **High Court, Mumbai.**
24.	All correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
25.	Institute can fill & not to fill any of the Post(s) at the discretion of the Institute.
26.	The Candidates applied for the post of Lower Division Clerk/ Data Entry Operator will get 2% relaxation in Typing Test of the passage on completion of paragraph. More then 2% mistakes will lead to disqualification in Typing Test & hence will not be considered for merit. **It is also mandatory to submit Certificate of Typing Speed issued by an Institute.**
27.	Pay & Dearness Allowance in the respective level will be as per 7th CPC. Other Allowances such as HRA, TA, CEA etc., shall be as per 6th CPC except Sr. No. 1 & 2. All allowances will be as per 7th CPC for Sr. No. 1 & 2.
28.	Institute may offer you lower post as per your suitability and requirement of the Institute, if deemed fit.
29.	The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
30.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
31.	In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the Institute
32.	Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
33.	Based on the declaration made by the candidate in their Online Registration form/application form, they will be provisionally declared eligible to appear for the Selection Process. However, a preliminary scrutiny will be made based on information provided in the

	application form before declaration of results. All Selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
34.	Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the Institute.
35.	No interim correspondence will be entertained.
36.	SC/ST Candidates called for Selection Process will be paid Second Class Train fare/ Bus fare (to and fro) by the shortest direct route, on production of Original Ticket.
37.	**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.**
38.	**Payment of Application Fee:** 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. **Fee is waived off for female Candidate.** Short payment or delayed payment after due date will not be considered.
39.	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).
40.	Candidates are required to upload the documents, Photograph, Signature etc. as per the size limit given in online application form.
41.	Incomplete application or without application fee or without supporting documents shall be summarily rejected. The candidate should keep a print out of filled application and acknowledgement sent through email after filling of application for her/his reference
42.	The candidates are required to visit the website www.tiss.edu of the Institute periodically for any updates on the said recruitment.
43.	**The Candidates must provide their Gmail ID in Online Application Form.**
44.	**The online applications will open on 26ᵗʰ May, 2023 - The Candidates must provide their Gmail ID in Online Application Form.**
45.	**The last date for receipt of applications is - 26ᵗʰ June, 2023**
46.	**PLEASE NOTE THAT CANDIDATES NEED NOT SEND HARD COPY PRINT OUT AFTER SUBMISSION OF ONLINE APPLICATION TO THE INSTITUTE, EXCEPT FOR THE POST OF REGISTRAR ON DEPUTATION MODE ONLY.**
47.	**For any Technical problem kindly contact us on recruitment@tiss.edu**

Sd/
Officiating Registrar
26.05.22