



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University under Section 3
of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block,
TSIRD Campus, Rajendranagar, Hyderabad - 500030

TISS HYD/PROJECT OSC/MAY/2019
Walk-in Interviews for Project Positions

Date and Time: June 14, 10.30 am
Venue: Tata Institute of Social Sciences, Hyderabad campus
TSIRD, Rajendranagar, Hyderabad - 500030

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad.

TISS's off-campus at Hyderabad is the knowledge partner of the Sakhi One Stop Centres (OSC) Project with the Department of Women and Child Development, Government of Telangana to provide integrated support and assistance to women and children affected by gender-based violence, both in private and public spaces. A Project Management Unit was set up in 2017 for implementation of the Sakhi OSCs in 9 districts, expanded subsequently to 33 districts in the state of Telangana.

The PMU is located in the Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.

Applications are invited from highly committed and motivated individuals with experience of working on women's issues and on gender-based violence (GBV) for the following positions in the **Project Management Unit** for the implementation of **One Stop Centers (OSCs)** in additional districts of Telangana.

These positions are to be filled in initially for a period of **one year and may be extended as per the terms of the project.**

The details of the positions, qualifications required and the job responsibilities are given below.

1. Programme Officer (Research, Training and Capacity Building): One position

Remuneration: Rs. 40000/- p.m.

Essential Qualifications: Master's Degree in Anthropology/Economics/Law/Political Science/Social Work/Sociology/Women's Studies and a minimum 2-3 years of experience working on protection, welfare and development of women are required. Good understanding of women's issues, policies and programs and laws and regulations related to gender-based violence is needed.

Job Responsibilities: To work with and assist the State Project Manager in holding training and capacity building workshops for the centre staff; planning, designing and conducting research studies based on the data generated from the OSC centres.

There will be a written test of 30 minutes duration preceding the personal interview.

2. Office Attender: One position

Remuneration: Rs. 10,000/- pm

Essential qualifications: SSC (10th class)

Job responsibilities: Maintaining office files in an orderly manner; transmitting official documents to various sections/officers in the Department; marking entries of incoming documents/letters; supporting staff during workshops/meetings; running small errands for official purposes; minimum housekeeping work such as cleaning and dusting desks etc and hospitality to staff and guests.

Application fee: The candidates are requested to express their interest in any of the above positions with detailed resume stating education, employment, skills and three references. The application must be accompanied by a bank draft for Rs. 500/- (in the case of the first position only) as processing fees, drawn in favour of 'Tata Institute of Social Sciences, Hyderabad campus', payable at Hyderabad.

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 SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- 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.
- The SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued

- on or after 01/01/2016 by the competent authority.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
 - No TA / DA is payable for appearing for the interview.

The selected candidates are expected to join within 15 days from the date of receiving the appointment letter.

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May 28, 2019