



TATA INSTITUTE OF SOCIAL SCIENCES
(Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956)
A Grant – in – Aid Institute under Ministry of Education, Govt. of India.
Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601.
E-mail: info.srd@tiss.edu Landline: +91 9270105222/23-26
website: www.tiss.ac.in

Advt/TISS-TC/2025/Project/ 25 / 2025

11th February 2025

Applications are invited for the Post of 'Accountant'

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well. The project “**Impact Assessment of Inclusive Rural Development Project of TVS-SST at Pabal Cluster, Pune District**” has been approved for funding under the TVS Srinivasan Trust, Chennai.

Institute invites interested candidates to apply for the post of 'Accountant 'for TVS-SST Project at site TISS,Tuljapur Campus to be filled on contract basis for a period of four months only.

Name of the Post	Accountant
No. of Post	01
Consolidated Salary	Rs.15,000/- per month.
Age Limit	Preferably below 40years
Location	Tuljapur Campus
Last Date of Filling of Online Applications	25th February 2025
Educational Qualification and Experience	<ol style="list-style-type: none">1. Bachelor's Degree in Commerce (B.Com.) or allied disciplines and two years of work experience in accounting field OR Master's Degree in Commerce (M.Com.) or allied disciplines plus one year of work experience in accounting field.2. English Typewriting 30 wpm3. Marathi Typewriting 30 wpm4. MSCIT –Computer Literacy completed5. Preference will be given who have completed Tally Certificate course6. Preference shall be given for Candidates having good knowledge of accounts, experience in working in ERP environment. In a Educational Institute The candidate should have proficiency in Word ,Excel, Power point

Other Conditions.

- (a) The Institute reserves the right to not fill up the vacancy advertised, to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure. The institute also reserves the right to offer a position with lower designation and pay as per the suitability of the candidate.
- (b) 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.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) No queries or correspondence regarding issue of call letter for 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.
- (e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- (f) 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 age 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 issue of appointment order, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidate(s).

Application Process

- (a) Candidates are requested to apply online through the google link


<https://forms.gle/mFfjUPBBhbcHq5z49>

- (a) candidates are required to fill application form given in Annexure-1 along with photograph and signature and upload it in PDF format only to the google link.
- (b) Shortlisted candidates may be invited for Written/ Personal Interaction/skill test for evaluating their proficiency and skills.
- (c) Shortlisted Candidates will be informed over e-mail and/ or mobile phone to appear for the Written/Personal Interaction to be conducted at TISS, Tuljapur.

Selected candidates are expected to join duty within 10 days of receipt of offer letter.

**Sd/xx
Project Leader
TVS-SST Project**

Annexure-1 Application form

 <p style="font-size: small;">Tata Institute of Social Sciences</p>	<p>TATA INSTITUTE OF SOCIAL SCIENCES (Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956) A Grant – in – Aid Institute under Ministry of Education, Govt. of India. Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601. E-mail: info.srd@tiss.edu Landline: +91 9270105222/23-26 website: www.tiss.ac.in</p>
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1. Post Applied for :

2. Name in full (In block letters): MR/MS/DR

First Name	Name of father/spouse	Surname/ family Name

3.1 Address for communication:

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3.2 Permanent Address if different from 3.1

.....

4.1 Date of Birth: .../.../.....

4.2 Age (in completed years):.....

5. Sex: Male/Female/Transgender

6. Nationality:.....

7. Are you a member of the Scheduled Caste/Tribe/ Other Backward Class/ Person with Disability : Yes / No

If YES , specify and attach copy of caste/tribe/OBC/PwD certificate

8. Particulars of the following examinations passed:

Exam/Degree	Year of Passing	Div/C lass	% of Marks Grade	Subjects	University/Collges
SSC					
HSC					
Bachelor's					

Master's					
M.Phil					
Ph.D.					
Any other					
1.					
2.					
3.					
4.					
5.					

9. Previous employment (List of all job held by you from current job)

Sr. No.	Name & Place of organization	Designation	Period of employment		Total Monthly Salary
			From	To	
1					
2					
3					

10. Languages Known:

Language	Read	Write	Speak

11. Any other information you would like to share:

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Declaration

I declare that all the statements in this application and its annexure are true to the best of my knowledge and belief. I undersigned that will be misrepresentation render me liable to a dismissal, if employed.

Place

Date

Signature of applicant

Enclosed:

1. Scheduled Caste/Tribe/OBC/PwD certificate if applicable
2. Copies of marksheet and certificate of degree courses
8. Work experience certificate, if experience is stated in the application