



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

ADVT/ TISS/ADMN/CETE/October/2021

October 4, 2021

The **Tata Institute of Social Sciences** (www.tiss.edu), established 1936 is a deemed to be University, fully funded by the University Grants Commission, Government of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2020 rank of 34 among Indian Universities and 57 overall. With campuses at Mumbai (main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 3 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 BVoc 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 nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The **Centre of Excellence in Teacher Education (CETE)** (formerly Centre of Education, Innovation and Action Research) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre is actively engaged in research, development, teaching, field action/action research and advocacy and offers opportunities for national and international collaboration, innovation and excellence in teaching and research. The Centre offers MA Education, BEd MEd (Integrated, NCTE recognised) and PhD in Education. It offers short term, blended and online courses and programmes for teachers and teacher educators and education administrators (www.tissx.edu). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives.

The Centre is looking to recruit highly motivated and qualified finance and account to contribute to its projects and activities:

Summary of Position:

Partnerships and communication			
Sr. No.	Position	No. of Position	Location
1.	Finance Executive	1	Mumbai

Detail of position is provided below.

How to apply:

Application process and interview

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail to appear for the online interview.

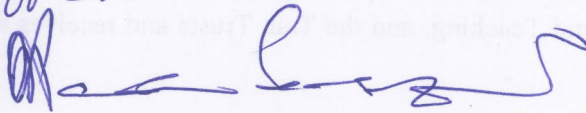
Application fee: The application fee of Rs 500/- to be paid online. The SC/ST/PWD candidates are required to pay fees of Rs. 250/- if they attach the required certificate to the online application form. The women candidates are waived from the payment of application fees. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

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 reserved category can apply 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 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
- 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)

Last date to receive applications: 18th October 2021
Tentative dates for interview: 21st October to 27th October 2021
Suggested date of joining: As early as possible

s/d- Project Leader

Approved

4/10/2021

No. of Position	Post Name	Qualification	Grade

Detailed description of the position

Finance Executive – One position

You will work closely with the Head of Finance & Administration to ensure smooth conduct of finance and accounts responsibilities of the Centre

Key Responsibilities

- Responsible for complete maintenance of Accounts / Day to Day Accounting of expenses, grants and bank reconciliation
- Preparing of MIS, monitoring of all grants/projects and partners accounts, preparing cash flow statements and projections
- Assisting the budget preparation & administrating the budget as per allocation of funders
- Responsible for monthly Consultancy Payments and vendor payments
- Liason with auditors for getting the grants utilization certificates.
- The person will perform any other task as assigned by the Head of Finance & Administration
- The person will be expected to handle/supervise the accounting & administrative matters and interact with TISS accounts for getting approvals, invoices, utilization statements

Desired Profile/Skills

- The ideal candidate has excellent written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities

Qualification: Bachelor/Master's Degree in Commerce/Management (Finance)

Experience: 3 to 5 years of Experience working in similar roles preferably for Education Institutions/ NGO sector

Duration: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 35,000/- to 40,000/- per month, commensurate with qualification and experience.

Location: Mumbai

The end