RECRUITMENT NOTICE

Applications are invited for three posts of Administrative Assistant at the Institute for a period of seven months. The primary responsibility of the Administrative Assistant will be to attend to telephonic queries of candidates applying for admission to courses in the Institute. The consolidated salary will be Rs.20,000/- per month. Candidates who have passed graduation in any discipline with minimum of 50% marks in the aggregate and having good command over English and Hindi speaking, need only apply. Preference will be given to candidates having relevant experience. One should be ready to do shift duty. Selected candidates are expected to join duty from September 17, 2012.

(a) The Institute reserves the right to not to fill up any of the vacancies advertised;
(b) 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 an interview;
(c) No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
(d) relaxation work experience for SC/ST/OBC/PWD candidates are applicable as per Government of India rules;
(e) No TA/DA is payable for appearing in the interview. The crucial date of determining the qualifications shall be 13-09-2012.

Candidates desiring to apply are requested to send soft copy of his/her detailed resume by email to personnel@tiss.edu on or before 13-09-2012.

Dilip Kumar Shetty
Dy. Registrar (Pers. & Admin.)