The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers 39 Master’s Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2013-2015 batch. Applications are invited for one post of Dy. Registrar, TISS Tuljapur Campus, Reserved for SC with Pay Band of Rs.15600-39100 plus Grade Pay of Rs.7600. Applicants with 5 years experience in the post of Deputy Registrar will be placed in the Pay Band of Rs.37400-67000 plus Grade Pay Rs.8700.

Essential Qualification: A Post-graduate degree from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale; along with - (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other Institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post. The minimum requirement of 55% is not required for candidates who are already in the university system. A relaxation of 5% will be provided from 55% to 50% of the marks at the post-graduate degree for the SC category candidates.

Preferable: Professional qualification in Public Administration/Maintenance (estate) Management, Stores and Purchase, etc. Should have good interpersonal skills and ability to interface with various stakeholders – students, teachers, and staff at all levels, media and public.

GENERAL CONDITIONS:-

The Institute reserves the right to: (a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised; (e) 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; (f) No correspondenc nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing by an means in any form at any stages of the recruitment processes will lead to disqualification; (g) Reservations, relaxations and concessions for SC/ST/OBC/PWD candidates are applicable as per Government of India rules; (h) Outstation candidates called for interview will be reimbursed III A.C. Rail fare, to and fro, by the shortest route, on production of railway tickets. Persons in employment, called for written test and interview should bring ‘No Objection Certificate’ from their employer without which they will not be permitted to appear for written test/interview under any condition.

In case of any inadvertent mistake in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidate should clearly note that the Institute would not be responsible for non-receipt of their application or any delay in receipt thereof on any account.

The SC candidates called interview must bring SC certificate in the format prescribed by the Government of India.
Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.

The last date for receipt of application is 15-03-2013.

Dy. Director (Admin.)