October 24, 2013

RECRUITMENT NOTICE

Applications are invited for the position of Lower Division Clerks on the rolls of outsourced Agency of TISS. At present, the total emoluments at the minimum of pay will be Rs. 13,914=00 per month. The selected candidate is entitled to Leave, P.F. and medical benefits. Age: not exceeding 35 years as on the last date of applying.

Candidates applying should have passed graduation and should have successfully completed MSCIT or equivalent course and should also possess good written and communication skills in English. Should have 30 wpm English typewriting speed from government recognized Institution. Having advanced computer skill is desirable.

(a) The Institute reserves the right not to fill up any of the vacancies advertised; (b) Applications received may be shortlisted, therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for skill test and interview; (f) 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 in any form is strongly prohibited will lead to the candidate being permanently debarred from consideration any the post in the institute; (g) relaxation of work experience for SC/ST/OBC/PWD candidates are applicable as per Government of India rules; (h) No TA/DA is payable for appearing in the skill test/interview. The crucial date of determining the qualifications shall be 01/10/2013.

Candidates desiring to apply are requested to send application by email in the prescribed format attached herewith to personnel@tiss.edu on or before 15/11/2013.

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