No.: Admn./4/6/2014

April 09, 2014

N O T I C E

Applications are invited from candidates for the post of 'Lower Division Clerk' to be appointed on contract through an Outsourcing Agency or Projects of the Institute.

Educational Qualification/Experience requirements:
Graduate from any Discipline with minimum of 55% marks and MSCIT or equivalent computer course and 30 wpm English typewriting course from any Govt. recognised institution.

The candidate possessing good written and communication skill in English language and advanced computer skill will be given preference.

Total Emoluments: Rs. 14,687/- per month.
The selected candidate is entitled to Leave, P.F. and medical benefits through the outsourcing agency.

Age: not exceeding 35 years as on the last date of receipt of application.

Other Conditions:
- The Institute reserves the right to 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 written test and interview.
- 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.
- Relaxation in marks, age and work experience for SC/ST/OBC/PWD candidates are applicable as per Government of India rules.
- No TA / DA is payable for appearing for the written test / interview.

Candidates desirous of applying are requested to send the application by e-mail in the prescribed format available on website (www.tiss.edu) to personnel@tiss.edu or send filled in application form by post/courier/hand delivery to the Personnel Section on or before April 17, 2014.

Mr. Shahaji Chavan
Administrative Officer
(Personnel Section)