



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

ADVT/TISS/PROJECT/PRAYAS/FEB/2022

01st February 2022

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021 rank of 37 among Indian Universities and 70 overall.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. 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.

Vacancy for Post of Senior Accounts Manager (On contract for two years)

Prayas is a field action project of the Centre for Criminology and Justice, School of Social Work. Initiated in 1990, it is a response to the needs of disadvantaged groups being processed by the criminal justice system. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

Prayas invites interested candidates to apply for the post of **Senior Accounts Manager** (on contract for two years).

No. of Vacancy: 01 Post

Consolidated salary: Approximately Rs. 45000 to Rs. 50000 per month (including TA for field work), subject to experience (negotiable in case of deserving candidates).

Preferable age: Below 45 years as on 31 December, 2021.

Nature of appointment: Contract basis from March 1, 2022 to March 31, 2024 (2 Years).

The last date for receipt of online application: 15 February , 2022.

This is a full-time position. Candidates residing within **municipal limits of MMR (Mumbai Metropolitan Region)** or those able to travel to Mumbai for daily work are invited to apply. When required, the selected candidate will also be required to travel to other districts.

Qualification and Experience:

Masters in Commerce with at least 55 per cent or an equivalent grade in a point scale. The candidate must have completed a course of MSCIT and TALLY from a government recognized institution and have minimum six years of work experience in the field of Finance and Accounts. Preference will be given to those candidates who have:

- Completed ICWA/CA/MBA (Finance) or CA/ICWA (Intermediate) with five years of work experience.
- Good knowledge of finalization of accounts of charitable organizations, charitable trusts statutory requirements, and expertise in direct and indirect taxes.
- Good knowledge of maintenance of books of accounts as per foreign accounting norms, and knowledge of Home Ministry returns.
- Excellent knowledge of budgeting and multiple accounting & finance management.
- Ability to work effectively in teams as well as independently.
- Experience in working on ERP software.
- Proficiency in Word, Excel, Tally and Power Point.

Shortlisted candidates will be invited for the interview.

Application Fee: Application Fee for Rs 500/- to be paid online for candidates from General, OBC & EWS categories. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they attach the required Certificate with the online application form. **The women applicants are exempted from the payment of application fees.** The application will be valid only on receipt of the application fee, if applicable. 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)**

Application process and interview:

1. Shortlisted candidates will be informed e-mail and mobile phone. Interviews are scheduled during the third or fourth week of February, 2022.
2. Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website www.tiss.edu.
3. Candidates are required to take a printout of the acknowledgment of online application and keep it for future reference.
4. TISS reserves the right to modify the Selection Process with intimation to short-listed candidates.
5. Candidates will be informed over e-mail and/or mobile phone to appear for the Written Test / Interview to be conducted at TISS, Mumbai.

Project Leader, Prayas