



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
a grant-in-aid Institute under Ministry of Education, Government of India)

ADVT/TISS/PROJECT/PRAYAS/APRIL /2026

16th April, 2026

ADVERTISEMENT

Applications are invited for the following post (Purely on temporary/ contract basis) for the post of Lead – Accounts and Administration – (1) (Location – TISS, Mumbai Campus) at Prayas, a field action project of The Centre for Criminology and Justice, School of Social work, TISS, Mumbai

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 Lead – Account and Administration (1) at Prayas (on contract for One Year). **As per the details given below:**

Sr. No.	Particulars	
1	Name of the Post	Lead - Accounts and Administration
2	No. of Post	1 (tentative)
3	Educational Qualification and Experience	<ul style="list-style-type: none">• MCom or MBA with Finance with at least 55 per cent or an equivalent grade in a point scale.• The candidate must have minimum 7-8 years of work experience in the field of Finance and Accounts and managing projects in the non-profit sector.• Ability to motivate and work with teams.• Excellent oral and written communication skills in English and preferably Marathi.• Good communication and Team building skills.• Ability to work effectively in teams as well as independently.• Willingness to travel outside Mumbai when required.• Pleasant manners and is skilled in positive use of authority.
4	Age Limit	Below 40 Years as on 30 st April, 2026
5	Consolidated Salary	Rs. 70,000/- per month (Including Travelling Allowance)
6	Duration	Not exceeding one year (Extendable subject to satisfactory performance and requirement) or fulfilment of the post whichever is earlier.
7	Desire Skills / Duties and responsibilities in brief	<ul style="list-style-type: none">• Prepare, monitor, and manage project budgets, including reallocation based on field requirements.• Track expenditures, identify funding gaps, and report variances to management.

		<ul style="list-style-type: none"> • Ensure timely coordination with funding agencies, auditors, and internal stakeholders. • Oversee accounting functions, including maintenance and finalization of books for non-profit projects. • Review and authorize financial documents, including vouchers and reports. • Manage audit processes and address audit queries effectively. • Supervise and guide Accounts and Administration teams to ensure smooth operations. • Coordinate procurement, stock verification, and administrative processes. • Oversee staff-related administrative functions and ensure compliance with organizational policies. • Support preparation and submission of financial and donor reports. • Ensure effective follow-up and coordination across departments and project teams. • Maintain strong documentation, compliance, and financial control systems. • Possess proficiency in accounting systems, ERP environments, and computer applications.
8	Location	Mumbai Campus, Deonar, Mumbai city
9	Last Date of Filling of Online Applications	<u>30th April , 2026.</u>
<p>** Only online applications received through TISS website will be considered from the interested candidates who fulfill the above conditions</p>		

Other Conditions:

- (a) The post is unreserved, but candidates belonging to the reserved category can apply.
- (b) The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- (c) 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 the interview.
- (d) No queries or correspondence regarding the 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.
- (e) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- (f) No TA/DA is payable for appearing for the interview.
- (g) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Fee:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from 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.


Application Process:

1. Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.edu.
2. **Candidate must provide their Gmail ID in Online Application Form.**
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
4. **Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

Last date of receipt of online application: 30th April, 2026.

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.


Project Leader
