



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)

No. TISS/SSE/Jan/2025/01

13 February 2025

Call for Applications for the Post of 'Senior Manager- Accounts & Finance' (One Post) on Contract Basis at TISS- School of Skill Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (TISS), established in the year 1936, is a Deemed to be University under Ministry of Education. It has campuses at Mumbai, Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and Under Graduate programmes in Social Science and Skill Education.

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 it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Skill Education (SSE)

The approach adopted by TISS-SSE is called the 'Internship Embedded Skill Training Programme'. The Skill Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.

- (a) Applications are invited for one post of '**Senior Manager- Accounts & Finance**' to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute. Employees retired from Central/State Government or Autonomous bodies may also apply.
- (b) **Monthly Remuneration.** Consolidated INR 75,000 to 80,000 per month (Commensurate with educational qualification and work experience).
- (c) **Last Date of Filling of Online Applications.** 19th February 2025.

3. Job Description.

- Manage the daily Operations of the Accounts Department
- Monitoring & analyzing accounting data and produce Financial Statements or reports
- Statutory and Audit related activities
- Pre-Audit and Post-Audit related activities
- Managing students' fees through ERP software
- Establishing and enforcing proper accounting methods, policies and principles
- Maintaining qualitative relation with internal and external stake holders
- Coordination & to resolve the queries of Vertical Managers/HUBs/Vertical Anchors and other stake holders as and when they require.
- Keeping of accounts information confidential and secure them with random database backups
- Computation (calculation) of TDS on salaries of employees (Monthly) & preparation of Form 16 (Yearly), of all other Income Tax Payments (TDS on Contracts/Professional/Salaries) & "GST Liability on PGD forfeitures".
- Co-ordination with Statutory Auditors, preparation of final accounts like Income & Expenditure Statement, Balance sheet etc.
- Preparation of annual budget of the School.
- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

4. Essential Qualification, Experience & Desire Skill.

- Master's degree in Finance with working experience of minimum of 10 to 15 years, in managing Accounts and Administration of a large organization.
- Knowledge of accounting and finance
- Knowledge of Tally and ERP software is mandatory
- Knowledge of accounting rules, regulations including Pension, TA/DA, income taxes, GST recovery (GSTR 1, 3B and 7 etc.), payment of suppliers, NEFT/RTGS, Purchase tender management, scrutiny and maintenance of Bank Guarantees, etc.
- Knowledge of scrutinizing Purchase orders/Work orders of various vendors
- Knowledge of complete banking operations like preparation of Bank Reconciliation Statement(BRS), and fees updation of students etc.
- Should have worked in Tally software, ERP, MS office and Excel
- Should possess thorough knowledge of General Financial Rules (GFR)
- Ability to work along with teams.

5. Application Fees.

Application Fees of Rs 500/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 125/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

6. Other Conditions.

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

(c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) 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.

(e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc and submit his/ her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this Clause.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(h) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(i) 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 Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The post is purely Contractual and the Terms of the Contract Position will be for two years, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post two years' tenure on the post.

7. Application Process and Interview.

(a) Candidates are requested to apply online through the link (**Apply now**) provided along with this Advertisement on the Institute website www.tiss.edu.

(b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

(c) The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.

(d) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Note: The selected candidate will have to join within 15 to 30 days of issue of Offer Letter by the Institute

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School of Skill Education**