



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400088**

(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/ADMN/PM/SHSS/2025

February, 17<sup>th</sup> 2025

**Applications are invited for the various positions of a Panchayati Raj Project for Independent Monitoring for Performance Assessment of SHCs and PHC in the state of Uttarakhand.**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Ministry of Education (MoE), Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree 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 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.

**Human Resources required Upper Division Clerk, Field Investigators and Office Assistant for the Project Independent Monitoring for Performance Assessment In Sub-Centers (SHC) And Primary Health Centers (PHC) In Uttarakhand**

Sr. No	Name of the Post	Location	No. of Post	Gross monthly remuneration (INR per month)	Mode of application Link:
1	Upper Division Clerks (Admin assistant)	Dehradun	1	35000	<a href="https://docs.google.com/forms/d/e/1FAIpQLSet7g9F0s2xPM9OE3OZ11oz25FMDzFI60HATSfGHhZnTdQQtA/viewform?usp=sharing">https://docs.google.com/forms/d/e/1FAIpQLSet7g9F0s2xPM9OE3OZ11oz25FMDzFI60HATSfGHhZnTdQQtA/viewform?usp=sharing</a>
2	Field Investigators for Selected Community Development Blocks	State of Uttarakhand	11	25000	
3	Office Assistant	Dehradun	1	25000	

### **Educational Qualification and Experience:**

1. **UDCs at district level-** Bachelor's Degree in any field and two years of work experience in project implementation, management, and office work. Good writing and speaking skills.

#### **Key Responsibilities:**

- Report to the project head and program executives of the district
- Assist the district team in program related administrative matters related to the project.
- Create and curate relevant ideas to improve program's administrative performance at district and block level offices.
- Assist the district and block level team in administrative training, monitoring, evaluating the project's administrative and implementation expenses as per the program related indicators.
- Assist in financial and administrative report writing and preparing monthly program's Administrative reports of the program.
- Draft and write need based reports on successful intervention of the programs at district level.
- Develop collaborations with the team, public and private stakeholders of the project institutions at district level.
- Administrative and financial matters related to the project office and work at district level.
- Manage the matters related to office management and daily activities.

**Duration of appointment:** One year

2. **Field investigators at block level-** Bachelor's Degree in any field and two years of work experience in project implementation, management, and field work. Good writing and speaking skills.

#### **Key Responsibilities:**

- Report to the program coordinators and/or program officers of the related district
- Assist the field team in program related implementation matters related to the project.
- Create and curate relevant ideas to improve program's operational performance at block level offices.
- Assist the block level team and participate in implementation training, monitoring, and evaluating the project's implementation performance as per the program related indicators at block level.
- Assist in implementation and field related issues of the project at block level
- Contribute data and to report writing and preparing monthly program's progress reports of the program.

- Draft and write need-based reports on successful intervention of the programs at block level like case studies.
- Develop collaborations with the team, public and private stakeholders of the project institutions at block level.
- Implementation and operational matters related to the project office at block and work at community level
- Manage the matters related to program implementation and daily activities of the project. Work with and motivate the fellow block level team to improve program performance
- Contribute to monitoring and evaluating the block level work to improve their work performance

**Duration of appointments:** 5 months (extendable based on performance and requirement of the project of the Institute)

**3. Office Assistant-** Bachelor's Degree in any field and two years of work experience in project implementation, management and field work.

Good writing and speaking skills.

**Key Responsibilities:**

- Assisting with daily office tasks, such as answering phones, greeting visitors, and managing correspondence.
- Organizing and maintaining files, both physical and digital, and ensuring documents are easily accessible.
- Data Entry: Inputting and updating information in databases or spreadsheets accurately and efficiently.
- Scheduling: Managing calendars, scheduling appointments, and coordinating meetings.
- Office Supplies Management: Monitoring inventory levels of office supplies and placing orders as needed.
- Communication: Drafting emails, memos, and reports, and facilitating internal communication.
- Supporting team members with various tasks or projects, as required.
- Maintaining Cleanliness: Ensuring that the office environment is tidy and organized.
- Basic IT Support: Assisting with minor technical issues or liaising with IT support when necessary.

**Duration of appointments:** One year

**Other Conditions.**

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. No queries or correspondence regarding issue of call letter for 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.
5. 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 forth with as per this clause.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. The project management team reserves the right to relax age of the candidate based on the work experience.
8. No TA/DA is payable for appearing for the Personal Interaction, if it held at the project area premises.
9. 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 project management team reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

### **Application Process**

- (a) Shortlisted candidates may be invited for Written test and Personal Interaction for evaluating their proficiency and skills (Mumbai/ Dehradun)
- (b) Shortlisted Candidates will be informed over e-mail and /or mobile phone to appear for the Written test and Personal Interaction to be conducted at the project premises.

**The last date for applying is 28.02.2025**

**Selected candidates are expected to join duty within 15 days of issuing the joining letter.**

**sd/-  
Project Leader**