



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/AMF/SHSS/June/2025

9th June, 2025

Applications are invited for the Post of Assistant Manager Finance - (One Position)

Applications are invited for the post of Academic Programme Manager at the School of Health Systems Studies (SHSS), Tata Institute of Social Sciences, Mumbai. The School is looking for candidates who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals with good writing and communication skills to handle two Post Graduate Diploma Programmes offered by the School.

Eligibility

Essential Qualification: Bachelor degree with specialization in finance

Experience: 15 years of work experience at Managerial level (Finance and Accounts)

Desired Qualification: Experience in handling academic programmes will be given preference

Key Responsibilities

- **Grant Management:** Oversee the financial aspects of grant management, ensuring compliance with Programme regulations and project guidelines
- **Funds Disbursement:** Manage fund disbursement processes, involving reviewing and processing payment requests, reconciling financial transactions and maintaining accurate records of expenditures
- **Financial Management of Evaluations:** Work closely with management team to manage financial plans in alignment with evaluation calendar for each programme, ensuring sufficient fund available for planned activities
- **Audit Related Matters:** Serve as the focal point for audit related matters, including coordinating audits, responding to audit queries, and facilitating the resolution of audit findings. Ensure compliance with audit requirements and internal control procedures.
- **Financial Reporting:** Prepare financial reports and statements in accordance with project and TISS requirements. Ensure the accuracy and completeness of financial data, and coordinate with relevant stakeholders for review and approval.
- Be responsible for entire accounts and finance functions, admin functions and procurement activities in accordance with programme policy.

Duration of appointment: One year (extendable based on annual performance of the candidate by the committee).

Remuneration: Gross monthly remuneration INR. 54, 741/-.

Age Limit: Preferably below 45 Years

Work Location: SHSS, TISS, Mumbai

Last date of receipt of online application: 19th June, 2025.

Other Conditions:

1. The post is unreserved, but candidates belonging to the reserved category can apply.
2. 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.
3. 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.
4. 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.
5. The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
6. No TA/DA is payable for appearing for the interview.
7. 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.**

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.

Sd/-
Officiating Registrar
