



**TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400088**

Advt. No. TISS/CCSS/2025
2025

16th June

The Centre for Climate Change & Sustainability Studies, Tata Institute of Social Sciences (TISS) Mumbai, is inviting applications for one Admin-cum-account officer on a contractual basis for short-term engagement initially and may extend based on the performance of the candidate and the requirement of the centre. The last date for receiving applications will be **28th June 2025**.

Location of the project and workplace: TISS, Mumbai Campus, Maharashtra

Details of the vacant position

SI No	Position	No. of positi ons	Duration (May-June)	Remuneration per month
1	Admin-cum-finance officer	One	Nine Months (July 2025- March 2026)	Rs. 35000

Admin-cum-finance officer-01

Eligibility Criteria for Admin-cum-finance officer

- B.Com degree or diploma in finance/account management or administrative or account work experience of a minimum of six months
- Fluent in English and Marathi
- Technical skills in data entry/analysis, MIS, excel, spss, erp

Role and responsibilities for the Admin-cum-finance officer

- Coordinate with personnel, the account and finance section officers
- Account management of all projects of the centre
- Preparing project expenditure statement, UC and bill verification and settlement, fund disbursement, account management and raising invoices as and when required
- Maintaining an inventory list of projects/centre
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Other Conditions

(a) 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 above procedure.

(b) 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.

(c) 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.

(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 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 general and eligibility in particular for any post, the decision of the Institute shall be final.

(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 issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

(i) And the institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

Application Process:

(a) Candidates are requested to send their CV and an application to tissccssmumbai@gmail.com by 28/06/2025. Only shortlisted candidates will be contacted for an online/offline interview in the first week of July 2025. No email/phone or correspondence will be entertained from non-shortlisted candidates.

**Sd/-
Secretariat Office
Centre for Climate
Change & Sustainability
Studies, School of
Habitat Studies**