**ADVT/ADMN/TISS-GUW./COUNSELLOR/FEB./2022**          **15th March 2022**

**Required Library Assistant (One post) on Contract Basis at TISS-Guwahati Off-Campus.**

The Tata Institute of Social Sciences (TISS) was established in 1936 and was awarded the 'Deemed to be University' status in 1964. TISS is fully funded by the University Grants Commission, Government of India and operates from its main campus in Mumbai, and the off campuses at Tuljapur, Guwahati and Hyderabad. Currently the Institute offers 50 Masters' Degree programmes and Ph. D. programmes in a range of socially relevant interdisciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, and Habitat Studies. BA degree programs in Social Sciences and Social Work are also offered from its off-campuses. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and nurtures multiple research collaborations with some of the best universities and institutions across the globe.

TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

TISS Guwahati Off-Campus offers academic programmes viz., BASS, M.A., M.A.S.W  and doctoral Programmes.  The programmes focuses on humanistic aspects of Social Sciences blended with logical reasoning of the natural sciences, with a combined emphasis on the faculties of imagination and creativity as well as of rigorous and critical thinking.

The Institute invites applications for following position at TISS Guwahati Off-Campus through mail given in the advertisement below.  The post will be on Contract Basis for a period of one year and extendable based on performance of candidate and requirement by the Institute.

| Sl. No | Position | No. of post | Essential Qualification | Desirable | Nature of Job | Salary Rs/ Per Month |
|---|---|---|---|---|---|---|
| 1 | Library Assistant | One | Bachelor/Master Degree in Library and Information Science with at least 55% aggregate marks from a recognized University. | Minimum One year experience in handling library works, library-related software, and digital library. Good organizational skills. Good communication skills in English and Hindi. | Catalouging, Classification, Data Processing and Use of library software's. | 17500/- |
| | | | | Preference will be given to candidates willing to work in rotational shift i.e. working in the evening and also who can joined immediately. | | |

**P.T.O.**

**General Conditions:**

- The age limit for the post of Library Assistant is 21-32 years
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and/OR not fill up the vacancy advertised.

- 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 interview.

- 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.

- No TA/DA is payable for appearing for the interview.

- 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).

Candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/Interview or before joining the post, if selected. Selected candidates are also expected to support campus administration as and when required. **The Interview for the aforesaid post is schedule on 28th March 2022.**

Candidates are requested to apply through the mail provided along with this advertisement.

Candidates are requested to take a print of the curriculum vitae (**CV**) send in mail and keep it for future reference.

**Email Id for application**: [recruitment.guwahati@tiss.edu](mailto:recruitment.guwahati@tiss.edu)

**The last date for submission of applications will be 24th March 2022.**

**Sd/-**
**Registrar**