



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed to be University under Section 3 of the UGC Act, 1956)

**17<sup>th</sup> April, 2026**

**Vacancy for the post of Admin cum Account officer at TANDA a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai**

TANDA is a field action project of the Centre for Criminology and Justice, School of Social Work, initiated in 2011. TANDA is aimed to mainstream disadvantaged De-Notified and Nomadic Tribe communities through its education, health, livelihood and citizenship entitlement initiatives.

TANDA invites interested candidates to apply for the post of Project Coordinator (on contract for three Years) under a NT DNT Youth Development Project to be implemented in 6 districts of Maharashtra. .

**Post: Admin cum Account officer - 1 position**

**Nature of Appointment: Contract basis**

**Period of Contract: Three years**

**Location: Mumbai**

**Salary: Rs. 27000/- pm**

**Requirements:**

Graduate / Postgraduate in Commerce (B.Com / M.Com) or related field with 3–5 years of experience in accounting and financial management, preferably in the NGO or development sector. The candidate should have strong knowledge of accounting principles, financial reporting and statutory compliance including TDS, GST and basic understanding of FCRA regulations. Proficiency in accounting software (such as Tally), ERP and Microsoft Office, especially Excel, is essential. The role requires accuracy in bookkeeping, voucher verification and financial documentation, along with the ability to manage budgets and support audits.

**Salary: Rs 27,000 /-**

***The terms listed above may be relaxed in exceptional circumstances. Only shortlisted Candidates will be invited for interview.***

**The last date for receipt of applications by email: 23<sup>rd</sup> April, 2026.**

**Other conditions:**

- The Institute reserves the right to relax qualification and working conditions of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and 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.
- The post is unreserved, but candidates belonging to reserved category can apply. 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).**

#### **Application process and interview:**

1. Interested candidates are requested to send their resume and certificates of education and experience to
2. Last date of submitting application is **23<sup>rd</sup> April, 2026**
3. Candidates applying have to fill up the Google Form pasted below. Those who do not fill the Google Form may not be considered.

<https://forms.gle/Lxsk8a4orCSEgZQbA>

If candidates face technical issue related to fill in the Google Form, please do reach out to us at [tandatissjobs@gmail.com](mailto:tandatissjobs@gmail.com)

Candidates will be informed over e-mail and/or phone to appear for the Written Test/ Interview (offline / online) by 30<sup>th</sup> April, 2026.

Note: The selected candidate has to join from 7<sup>th</sup> of May 2026