

	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)
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ADVT/TISS/SAA&AA/P&A/SEPT./2026

28th September, 2026

ADVERTISEMENT

Applications are invited for the following post (Purely on temporary/ contract basis) in the Tata Institute of Social Sciences, Mumbai having its four campuses at Mumbai (main Campus), Hyderabad, Guwahati and Tuljapur (Rural campus), as per the details given below:

Sr. No.	Particulars	
1	Name of the Post	Administrative Assistant
2	No. of Post	08 (tentative) (The no. of posts may vary based on requirement of the Institute)
3	Educational Qualification and Experience	1. A Bachelor's Degree from any recognized Institute/ University. 2. One year Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ Schools. OR Master's Degree in any disciplines from Government recognized Institution. The candidate should have good knowledge of Proficiency in Computers, Typing, all aspects of administration, Secretariat, Transport, Dispatch and experience in working in ERP environment.
4	Age Limit	Below 45 Years as on <u>30th September, 2026</u>
5	Consolidated Salary	Rs. 25,000/- per month
6	Duration	Not exceeding one year, Extendable subject to satisfactory work the candidate performance and requirement of Institute.
7	Preferred work Experience	Knowledge of LTC, CEA, Pay fixation, Pension, Leave, Gratuity, Service book etc. Possessing good written and oral communication skills in English language will be given preference. Should have proficiency in Word, Excel, PowerPoint etc. Work experience in students Admissions, Examinations, Student Management System. Assist in Convocation ceremony prepares degree certificates, and process requests for medals, shields and awards.
8	Location	Mumbai Campus
9	Last Date of Filling of Online Applications	<u>15th October, 2026</u>

** Only online applications received through TISS website will be considered from the interested candidates who fulfill the above conditions

Other Conditions:

- (a) The post is unreserved, but candidates belonging to the reserved category can apply.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- (f) No TA/DA is payable for appearing for the interview.
- (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 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.**

Last date of receipt of online application: 15th October, 2026.

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**
