



## 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/ADMIN./SAA&AA/P&A/SEPT./2025

4<sup>th</sup> September, 2025

### Applications are invited for the Non-Teaching Positions on contract basis for the post of Senior Administrative Assistant & Administrative Assistant

The Tata Institute of Social Sciences ([www.tiss.ac.in](http://www.tiss.ac.in)), established in the year 1936 is 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. TISS is a Grade I University as per NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree programmes.

**Institute invites interested candidates to apply for the positions of 'Senior Administrative Assistant & Administrative Assistant to be filled on contract basis for a period of six months initially and extendable based on performance of the candidate and the requirement of the Institute.'**

<b>Name of the Post</b>	<b>Senior Administrative Assistant</b>
<b>No. of Post</b>	01
<b>Consolidated Salary</b>	Rs. 35,000/- per month
<b>Age Limit</b>	Preferably below 40 Years as on <u>31<sup>st</sup> July, 2025.</u>
<b>Location</b>	Mumbai Campus
<b>Last Date of Filling of Online Applications</b>	<u>20<sup>th</sup> September, 2025</u>
<b>Educational Qualification and Experience</b>	<p>Graduate/ B.A/ B.Com./ B.Sc. with MSCIT, Typing Speed of 30/ 40 w.p.m. from Government recognized Institution and minimum FIVE years Secretarial Work experience in the field of HR Administration/ Finance &amp; Accounts/ Academic/ Purchase/ Schools.</p> <p><b>OR</b></p> <p>Master's Degree in Commerce (M. Com.) or allied disciplines from Government recognized Institution and minimum THREE years Secretarial Work experience in the field of HR Administration/ Finance &amp; Accounts/ Academic/ Purchase/ Schools.</p> <p>The candidate should have good knowledge in Computers, all aspects of administration, Secretariat, Transport, Despatch and experience in working in <u>ERP environment.</u></p>
<b>Desirable Qualification</b>	<p>Knowledge of LTC, CEA, Pay fixation, Pension, Leave, Gratuity, Service book etc.</p> <p>Possessing good written and oral communication skills in English language will be given preference.</p> <p>Should have proficiency in Word, Excel, Powerpoint etc.</p> <p>Work experience in students Admissions, Examinations, Student Management System. Assist in Convocation ceremony prepare degree certificates, and process requests for medals, shields and awards.</p>

<b>Name of the Post</b>	<b>Administrative Assistant</b>
<b>No. of Post</b>	12 (Tentative)
<b>Consolidated Salary</b>	Rs. 25,000/- per month
<b>Age Limit</b>	Preferably below 35 Years as on <u>31<sup>st</sup> July, 2025.</u>
<b>Location</b>	Mumbai Campus
<b>Last Date of Filling of Online Applications</b>	<u>20<sup>th</sup> September, 2025</u>
<b>Educational Qualification and Experience</b>	<p>Graduate/ B.A/ B.Com./ B.Sc. with MSCIT, Typing Speed of 30 w.p.m. from Government recognized Institution and minimum THREE year Secretarial Work experience in the field of HR Administration/ Finance &amp; Accounts/ Academic/ Purchase/ Schools.</p> <p><b>OR</b></p> <p>Master's Degree in Commerce (M. Com.) or allied disciplines from Government recognized Institution and minimum ONE years Secretarial Work experience in the field of HR Administration/ Finance &amp; Accounts/ Academic/ Purchase/ Schools.</p> <p>The candidate should have good knowledge in Computers, all aspects of administration, Secretariat, Transport, Despatch and experience in working <u>in ERP environment.</u></p>
<b>Desirable Qualification</b>	<p>Knowledge of LTC, CEA, Pay fixation, Pension, Leave, Gratuity, Service book etc.</p> <p>Possessing good written and oral communication skills in English language will be given preference.</p> <p>Should have proficiency in Word, Excel, Powerpoint etc.</p> <p>Work experience in students Admissions, Examinations, Student Management System. Assist in Convocation ceremony prepare degree certificates, and process requests for medals, shields and awards.</p>

**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](http://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: 20<sup>th</sup> September, 2025.**

**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**

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