



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)

ADVT/TISS/SEA/HC/APRIL/2026

10th April, 2026

Applications are invited for the Post of 'Senior Executive Assistant'

The Tata Institute of Social Sciences (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, 52 Masters' Degree programmes and 21 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 28 Bachelor of Vocational degree programmes.

Institute invites interested candidates to apply for the post of 'Senior Executive Assistant – Project & Accounts' to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and the requirement of the Institute.

Name of the Post	'Senior Executive Assistant'- Projects & Accounts
No. of Post	01
Consolidated Salary	Rs.35,000/-
Age Limit	Preferably below 40 years
Location	Hyderabad Campus
Last Date of Filling of Online Applications	22.04.2026
Educational Qualification and Experience	Master's Degree in any discipline and four years of experience in Administration, Projects and Accounts.
Preference	Preference shall be given for Candidates having good Computer knowledge and experience in working in ERP environment . The candidate should have proficiency in Word, Excel and other office tools.

Other Conditions:

- The post is unreserved, but candidates belonging to the reserved category can apply.
- 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.
- 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.

(d) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.

(e) No TA/DA is payable for appearing for the interview.

(f) 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 online Personal Interaction to be conducted at TISS, Hyderabad.**

Last date of receipt of online application: 22th April, 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**

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