



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/NT/GC/AUG/2025

1st August 2025

**Applications are invited for the following Non-Teaching Posts on a Contractual basis at TISS,
Guwahati Off-Campus**

The Tata Institute of Social Sciences (TISS) (www.tiss.edu), established in the year 1936, is a Deemed to be University, fully funded by the University Grants Commission, Government of India. With campuses at Mumbai (Main) and Off-Campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. Programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Institute invites applications from interested candidates to apply for the following posts to be filled on a contract basis at TISS, Guwahati Off-Campus, for a period of one year initially and extendable based on the performance of the candidates and requirements by the Institute.

1	Name of the Post	PS to the Campus Director-cum-Senior Office Assistant
	No. of Post	01 (One)
	Consolidated Salary	Rs. 35,000/-
	Age Limit	Preferably below 35 Years
	Location	Guwahati Off-Campus
	Last Date of Filling of Online Applications	16 August 2025
	Educational Qualification and Experience	<ul style="list-style-type: none"> Master's degree in any discipline from a recognized university and minimum of two years of work experience in relevant field.
	Desirable Qualification	<ul style="list-style-type: none"> Good written and oral communication skills in English language. Proficiency in Word, Excel, Power Point, etc. Good knowledge in all aspects of administration, secretariat, and experience in working in ERP environment.
	Work Condition	<ul style="list-style-type: none"> Scheduling appointments for and from the Campus Director within as well as outside the Institute. Correspondences from the office of Campus Director both written as well as verbal with various stakeholders of the Institute viz, students, faculty, staff, visitors, etc. To create and maintain files of the office of Campus Director. Coordinating, organizing, facilitating meetings, events, functions. Maintaining the Public Relation from and for the office of the

		<p>Campus Director within and outside of the Institute.</p> <ul style="list-style-type: none"> • Assisting Campus Director in day to day official work. • Taking dictation and drafting of letters and other official correspondence for the Campus Director. • Prepared to work in Student Management System (SMS) portal for students. • Course mapping and enrolment of students in TISSOL. • Calculation of attendance status of students. • Assist in organizing Convocation ceremony. • Discretion and trustworthiness: will often be party of confidential information. • Maintain good rapport with the team at work place. • Discharging such other duties as may be assigned from time to time.
2	Name of the Post	Office Assistant (Academics)
	No. of Post	01 (One)
	Consolidated Salary	Rs. 25,000/-
	Age Limit	Preferably below 35 Years
	Location	Guwahati Off-Campus
	Last Date of Filling of Online Applications	16 August 2025
	Educational Qualification and Experience	<ul style="list-style-type: none"> • Bachelor's Degree from a recognised university and a minimum of two years of work experience in relevant field
	Desirable Qualification	<ul style="list-style-type: none"> • Good written and oral communication skills in English language. • Proficiency in Word, Excel, Power Point, etc.
	Work Condition	<ul style="list-style-type: none"> • Handling academic matters, such as preparing bonafide certificate, migration certificate, medium of instruction certificate, provisional certificate and any kind of certificates requested by the students. • Handling Biometric for the students attendance, mapping of the classes and extra classes as and when requested by the faculty members. • Course mapping and enrolment of students in TISSOL. • Calculation of attendance status of students. • Examination related work- preparing examination marks format, preparing, attendance sheet, issuing and receiving answer sheets to/from faculty members for correction, etc. • Involved in online as well as offline students admission verification process. • Scanning and printing of documents as and when required. • Maintaining of register related to scholarships. • Providing secretarial services to the Deans of SSSH and SSW and Chairpersons of CUGS and URD. • Maintain good rapport with the team at work place. • Discharging such other duties as may be assigned from time to time.
3	Name of the Post	Assistant Librarian
	No. of Post	01 (One)
	Consolidated Salary	Rs. 45,000/-
	Age Limit	Preferably below 40 Years

	Location	Guwahati Off-Campus
	Last Date of Filling of Online Applications	16 August 2025
	Educational Qualification and Experience	<ul style="list-style-type: none"> • Master's degree in Library Science and Information Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed). • Qualifying in the national level test conducted for the purpose conducted by the UGC or any other agency approved by the UGC. • Two years of work experience in relevant field.
	Desirable Qualification	<ul style="list-style-type: none"> • Good written and oral communication skills in English language. • Proficiency in Word, Excel, Power Point, etc.
	Work Condition	<ul style="list-style-type: none"> • Overall library Management. • Providing all necessary support to faculty and students on library services. • Coordinating with and supervising all library staffs and library security personals to support them for their smooth services. • Coordinate with other sections, such as Finance, Academic and Safety and security for library related works. • Communicate with Mumbai Campus library. • Procurement and subscriptions of books, journals, magazines, newspaper and audio visual materials and process all necessary works related thereto. • Accession of books and books circulation. • Uploading magazines and journals on library management software. • Processing of plagiarism reports. • Physical stock verification of library and reporting to the Authority. • Update Modules of Library management Software "KOHA"(As per the permission given by the Authority). • Maintaining all library files and data. • Keeping the Library environment user friendly with the support of all library staffs and security personals. • Maintain good rapport with the team at work place. • Discharging such other duties as may be assigned from time to time.
4	Name of the Post	Library Assistant
	No. of Post	01 (One)
	Consolidated Salary	Rs. 25,000/-
	Age Limit	Preferably below 35 Years
	Location	Guwahati Off-Campus
	Last Date of Filling of Online Applications	16 August 2025
	Educational Qualification and Experience	<ul style="list-style-type: none"> • Bachelor/Master degree in Library and Information Science with at least 55% aggregate marks from a recognised university and minimum of two year work experience in handling library works.
	Desirable Qualification	<ul style="list-style-type: none"> • Good communication skills in English and Hindi. • Willingness to work in rotational shifts, including working in the evening hours.
	Work Condition	<ul style="list-style-type: none"> • Manage Library circulation transactions with detail reports. • Library Late fine collection. • Processing of new books.

		<ul style="list-style-type: none"> • Cataloguing of new books. • Processing Plagiarism reports. • Stock verification and shelves rectification. • Book card writing. • Shelving of books. • Maintaining newspaper clipping file. • Maintain day users file and support them. • Maintain good rapport with the team at work place. • Discharging any such other duties as may be assigned from time to time.
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Other Conditions.

1. The Institute reserves the right not to fill the vacancy advertised, to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure. The institute also reserves the right to offer a position with a lower designation and pay as per the candidate's suitability.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction in case of a high response.
3. The position is unreserved, but candidates belonging to the reserved category are encouraged to apply.
4. No queries or correspondence regarding the issue of the call letter for the 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.
5. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc, and submit his/her application duly filled in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point in time in future, even after the appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
6. The candidate who is already in service must bring a 'No Objection Certificate' from their employer to appear for an interview.
7. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
 - a) The Institute reserves the right to relax the age of the candidate based on the work experience.
 - b) No TA/DA is payable for appearing for the Personal Interaction to be held Offline at TISS, Guwahati Campus.
 - c) 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 letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

Application Fee. Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 125/-, if they upload the required Certificate in the Online Application Form. Women applicants are exempted from the payment of the application fee. The application will be valid only on receipt of the application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

Application Process

- (a) Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website <http://www.tiss.ac.in/>.
- (b) Candidates are required to take a printout of the acknowledgement of the online application and keep it for future reference.
- (c) Shortlisted candidates may be invited for a Written/ Personal Interaction/ skill test to evaluate their proficiency and skills.
- (d) Shortlisted Candidates will be informed via email and/or mobile phone to appear for the Written/ Personal Interview to be conducted at TISS, Guwahati.
- (e) The personal interview is tentatively scheduled for the last week of August 2025.

Selected candidates are expected to join the duty within 10 days of receipt of the offer letter.

Sd/xxxx

Officiating Registrar