



TATA INSTITUTE OF SOCIAL SCIENCES  
V.N.Purav Marg, Deonar, Mumbai 400088  
(A Deemed to be University under section 3 of the UGC Act 1956)

**ADVT/TISS/Supervisor/DH/May/2024**

**Date : 16/05/2024**

**Call for applications for the post of 'DH Supervisor', TISS Mumbai Campus.**

**General Information:-**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the university Grants Commission, Govt of India. TISS is Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF university rank category for 2022.

With campuses at Mumbai and off-campus 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 sciences 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 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.

**Post Advertised with Scale of pay/Remuneration & Last date for Application:-**

- a) Application are invited for One post of "DH Supervisor" to be filled on Contractual basis for a period of 01 year initially and extendable based on performance of the candidate and requirement of the Institute. The Position is based in Mumbai Campus.
- b) Monthly Remuneration: 28000/- (consolidated)**
- c) Last Date of Filling of Online Application: 31<sup>st</sup> May 2024**

**Job responsibilities**

- a) Will be responsible for the overall supervision of the kitchen and purchase.

- b) Will work with the DH authorities to decide the menu. Based on the menu and the forecast , the list of supplies required will be prepared and approval from the In-Charge will sought.
- c) Will allocate responsibilities to the Head Cook , Assistant Cook and Helpers.
- d) Will supervise their work ; and maintain employee attendance record & leave for the purpose of salary.
- e) Will ensure hygiene and safety standards and maintained and followed by all .
- f) Will co-ordinate with the stores and manage the purchase requirement in consultation with the in-Charge.
- g) Will ensure all bills ar processed for payments on timely basis.
- h) Will be responsible for maintenance of the kitchen equipment and inform the in-charge if any repair or maintenance works need to done .
- i) Will Manage the DH store & take effective measures for cost control and prevention of wastage of food.
- j) Will ensure overall smooth functioning of DH.

**Essential Qualification:-**

**Essential**

- a) 3 years Degree in Hotel Management & Catering Technology or Equivalent from recognized University / Institute (minimum 60% and above).
- b) Two Years of work experience as Catering Assistant in any Star Hotel/ Banquet Kitchen/ Outdoor Catering Kitchen/ Institutional Canteen/ Guest House Kitchen.
- c) Knowledge of typing and use of personal computers and applications.
- d) Good communication skills.

**Desirable**

Experience as supervisor in a large hotel/ hostel/canteen

**OR**

- a) 12<sup>th</sup> (10+2) pass from a recognized board (minimum 60% and above) and certificate Diploma in Hotel management & catering from recognized University / Institute.
- b) Three years of work experience as supervisor in a large hotel/ hostel/canteen

**Desired Qualification /Skills**

- a) Good written and verbal communication skills in English and Hindi.
- b) Creating impactful internal and external communication

- c) Command over computer skills and digital communication
- d) Capacity to work with team
- e) Ability to pursue a constructive approach and maintain professional relations with staffs, students & guests.

**Other Conditions:**

- a) The institute reserves the right to not fill up the vacancy advertised. The institute reserves the right to invite persons for personal interaction (offline/online), who may not applied for the vacancy as per the above procedure.
- b) Since application received will be shortlisted , merely possessing the prescribed minimum qualification and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/Online) in case if high response.
- c) No queries or correspondence regarding issue of call letter for selection of candidate for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidates being debarred from consideration for the post.
- d) It shall be the responsibilities of the candidate to assess his/her own eligibility for the post ,for which he/she is applying in accordance with the prescribed qualification, 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 document, 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 points of time in future ,even after appointment,that the candidate was not eligible , his/her appointment, that the candidate was not eligible ,his her appointment ,that the candidate was not eligible , his / her appointment shall be liable to be terminated forthwith as per this clause.
- e) In case of any ambiguity in general and eligibility in particular for any post , the decision of the institute shall be final .The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- f) No TA/DA is payable for appearing for the personal interaction , if it held at the institute's premises.
- 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 issue of appointment order,

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 250/-, if they upload the required Certificate in the Online Application Form. Woman applicants are exempted from the payment of application fee. The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

### **Application Process**

- d) Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu).
- e) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- f) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- g) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at TISS, Mumbai.

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

**Sd/xxxx  
Officiating Registrar**