



ADVT/TIIS/SAA&AA/P&A/JAN./2026

22nd January, 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	11 (tentative)
3	Educational Qualification Experience and	<p>1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ Schools.</p> <p>OR</p> <p>Master's Degree in Commerce (M. Com.) or allied disciplines from Government recognized Institution.</p> <p>The candidate should have good knowledge of Proficiency in Computers, Typing, all aspects of administration, Secretariat, Transport, Despatch and experience in working in ERP environment.</p>
4	Age Limit	Below 35 Years as on <u>31st January, 2026</u>
5	Consolidated Salary	Rs. 25,000/- per month
6	Duration	Not exceeding one year (Extendable subject to satisfactory performance and requirement) or fullfilment of the post whichever is earlier.
7	Duties and responsibilities in brief	<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>
8	Location	Mumbai Campus
9	Last Date of Filling of Online Applications	<u>8th February, 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: 8th February, 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**
