



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)

ADV/TISS/ADMIN/SAA&AA/ACAD/SEPT/2026

01 September, 2026

Applications are invited for the for the post of Senior Administrative Assistant (Academic) and Administrative Assistant (Academic) to be filled on contract basis

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, 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 following positions to be filled on contract basis for a period of 11 months initially and extendable based on performance of the candidate and the requirement of the Institute.

I. Senior Administrative Assistant (Academic)

No. of Post	02
Consolidated salary	Rs. 35,000/- per month
Age Limit	Preferably below 40 Years as on 31 st August 2026
Location	Mumbai Campus
Last Date of Filling of Online Applications	15 th September 2026
Educational Qualification and Experience	- Bachelor's Degree in any discipline from Government recognized Institution - English Typing Speed of minimum 30 w.p.m. - Five years Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ School secretariat. OR - Master's Degree in any discipline from Government recognized Institution. - Three years Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ School secretariat.
Preferred Skill and work Experience	Possessing good written and oral communication skills in English language will be given preference. Should have proficiency in MS Office Word, Excel, Power point etc. Work experience in Academic Administrative, students Admissions, Examinations, Student Management System. Assist in Convocation ceremony, preparing degree certificates, and process requests for medals, shields and awards.

II. Administrative Assistant (Academic/Admission)

No. of Post	04 (No. of positions may increase or decrease)
Consolidated salary	Rs. 25,000/- per month
Age Limit	Preferably below 35 Years as 31 st August 2026
Location	Mumbai Campus
Last Date of Filling of Online Applications	15 th September 2026
Educational Qualification and Experience	• Bachelor's Degree in any discipline from Government recognized Institution. • English Typing Speed of minimum 30 w.p.m. • TWO years Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ School secretariat. OR • Master's Degree in any discipline from Government recognized Institution. • Minimum one years Secretarial Work experience in the field of HR Administration/ Finance & Accounts/ Academic/ Purchase/ School secretariat.
Preferred Skill and work Experience	Possessing good written and oral communication skills in English language will be given preference. Should have proficiency in MS Office Word, Excel, Power point etc. Work experience in Academic Administrative, students Admissions, Examinations, Student Management System. Assist in Convocation ceremony prepare degree certificates, and process requests for medals, shields and awards

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: 15th September 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.

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