



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/HS/TC/APRIL/2026 8th April, 2026

Required Hostel Superintendant (Female) (One post) on Contract Basis at TISS-Tuljapur Off-Campus.

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.

The TISS Tuljapur Campus was established in 1987 with the goals of promoting sustainable, eco-friendly and equitable socio-economic development of rural communities. Through its programmes, TISS Tuljapur seeks to contribute to the revival of the rural economy, society, and polity by encouraging alternatives in development. In order to achieve this, TISS Tuljapur has evolved a four dimensional programme comprising teaching, training, field action and research & documentation. It has built a strong team of multidisciplinary faculty drawn from social work, philosophy, sociology, economics, agriculture, anthropology, psychology, geography and other related disciplines. Presently, it conducts a five year Integrated BA-MA Programme in Social Sciences and MA in Social Work in Rural Development.

The Institute invites online applications for '**Hostel Superintendant**' to be filled at **TISS, Tuljapur Off Campus**. The post will be on Contract Basis for a period of one year and extendable based on performance of candidate and requirement by the Institute.

Name of the Post	Hostel Superintendant (Female)
No. of Post	01 Post
Consolidated Salary	Rs. 35000 per month.
Age Limit	Preferably below 45 years
Location	Tuljapur Campus
Last Date of Filling of Online Applications	26th April 2026
Date of Interview	About 1st week of May 2026
Educational Qualification, skills and Experience	1. Bachelor's Degree with 5 Years of Work Experience OR Master's Degree with 3 Years of Work Experience in Management, Administration or allied disciplines 2. 05 Years of work experience in hostels or residential life administration. Preference will be given to those who worked for UG/PG hostels 3. MSCIT or Computer Literacy completed 4. Strong verbal and written communication in English
	1. Preference shall be given for Candidates having good knowledge of interpersonal skills and conflict resolution skills. 2. Candidate having proficiency in Word, Excel and Power point. 3. Preference will be given to candidates working in educational Institute/Universities/ Central Government Organization.

Residency	Candidate must reside in the hostel premises or in the campus as per institute rule and be available 24x7
Tenure of appointment	Purely on contractual basis and for one year only. Extendable on the basis of performance & requirement of the Institute.

Date of interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at TISS, Tuljapur campus.

Application fee: The application fee of Rs. 500/- be paid on-line. 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 the 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.

Other Conditions:

- The post is unreserved, but candidates belonging to the reserved category can apply.
- 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.
- 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.
- The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- No TA/DA is payable for appearing for the interview.
- 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 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.ac.in.

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, Tuljapur. Request for ONLINE Personal Interaction will not be entertained.

Last date of receipt of online application: 19th 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 Interaction.

Note: The selected candidate would be required to join within 15 days of selection.

**Sd/-
Registrar (Officiating)**

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