# 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)

**No. ADVT/TISS/Consultant/August./2026** **18th August, 2026**

**Engagement of retired Government Employees as CONSULTANT on Contractual basis in Various Section of the Institute**

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.

***The Institute invites application for engagement of Retired Central Government Servants as Consultant in Various Sections of the Institute***

| Sr. No. | Name of the Post | No. of Vacancy | Remuneration Per Month | Age Limit | Educational qualification | Experience | Desirable Qualification |
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| **1.** | **Consultant - Recruitment Cell** | 01 (One) | A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. | Not exceeding 63 years as on the date of application. | Graduate from a recognized University or equivalent. | 05 years' experience in Human Resource Management/ All type of Recruitment Process in Government Organisations | The candidate should have specialisation in Human Resource Management/ Recruitment Process of the Government of India. |

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| **2.** | **Consultant - Security** | 01 (One) | A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. | Not exceeding 63 years as on the date of application. | Graduate from a recognized University or equivalent. | 5 years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores.<br><br>**OR**<br><br>Persons who have served in the Army or such | The candidate should have Completion of a course in firefighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. Should able to speak English and Hindi / Regional Language of the location of the university Retired from Defence Service (Non-Civilian) at Government Organisation at |

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| | | | | | | Uniformed Service at JCO level or equivalent or above or Army class I Examination or an equivalent examination.<br>**AND**<br>Holding a valid Driving License (LMV/Motor cycle). | the Level of 10 and above. |
| **Note: Initial Period of Engagement will be for One Year.** | | | | | | | |

**1. JOB SPECIFICATIONS:**

**(1) Consultant – Recruitment Cell :**

I. Assist in Recruitment of Teaching / Non-Teaching Employees.

ii. To assist Deputy Registrar, Assistant Registrar and In-charge(Project Cell) in completing backgr ound documentation work in staff/ faculty recruitment process through helping in advertising and notifying positions, holding interviews etc.

iii. To handle HR matters for smooth recruitment process.

iv. To handle any other tasks assigned by the Institute Authority.

**(2) Consultant (Security) :**

I. To maintain day-to-day administration of security section, accident-free campus in terms of safety and security and to maintain peaceful environment in the campuses.

ii. To ensure vigilance and security 24x7 at the Institute.

Iii. To identify the sensitive/corruption prone spots in the Institute and keep an eye on personnel posted in such area. Conducts surprise/regular inspections to detect the systems, its failures and existence of corruption or malpractices.

i. Deploying Security Staff, regulating entry / exist of authorized personnel, vehicles, materials, attending to untoward incidents like trespassing, theft, fire, accident etc., taking security rounds, conducting enquiries, recording statements, collecting intelligence, rendering assistance to employees in case of emergency, supervising packing of materials, clearing gate pass, enforcement of security rules / procedure, operating security gadgets, drawing pachanamas, making written reports of unusual happenings and liaisoning with police.

ii. Supervision of maintenance of Fire Fighting equipments, installations and monitoring through the security staff.

iii. Monitoring of water supply both BMC/Borewell water through the security staff.

iv. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

**2. GENERAL TERMS & CONDITIONS**

2.1. **Allowances**: As per the DoPT orders

a) House Rent Allowance - No HRA shall be admissible.

2.2. **Leave of absence :** Accumulation of Leave after 1 calendar year is not allowed. Earned Leave (EL) of absence may be allowed at the rate of 1.5 days for each completed month.

2.3 **Drawal of Pension:** A retired Government Officer/ Official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant. His/ Her engagement as Consultant shall not be considered as a case of re-employment.

2.4. **Tax deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants.

2.5. **Working Hours:** Consultants may follow the normal working hours as prescribed [Monday – Friday i.e., 09:30 AM to 06:00 PM]. However, as per the exigency one has to sit late to complete the time bound work.

2.6. The appointment of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with any other Central Government agencies.

2.7. The appointment of Consultants is of Temporary (non-official) nature against the specific jobs.

## 3. CONFIDENTIALITY OF DATA AND DOCUMENTS

3.1 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Institute.

3.2 The consultant shall be bound to hand-over the entire set of records of assignment to the Institute, before the expiry of the contract and before the final payment is released by the Institute.

## 4. CONFLICT OF INTEREST

4.1 The Consultant appointed by the Institute shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute nor will he indulge in any activity outside the terms of the contractual assignment.

4.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Institute.

## 5. TERMINATION OF ENGAGEMENT

5.1 The engagement of Consultants can be terminated by the Institute at any time without assigning any reason thereof by giving them 15 Days' notice. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

## 6. RIGHT OF THE INSTITUTE

i. The Institute has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefore, whatsoever.

ii. The Institute reserves the right not to fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.

iii. 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 (Offline/ Online) in case of high response.

iv. The post is unreserved, but candidates belonging to the reserved category are encouraged to apply.

v. 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.

Vi. As per the Performance in the Interview, waiting list also be prepared, so that if any vacancy arises as per requirement, the waitlisted candidate will be invited.

vii. 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 qualification(s) of the candidate based on the work experience.

b) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.

viii. 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).

ix. The services of the consultant can be terminated with notice period of one month from either side or salary in lieu of the same period.

**7. GUIDELINES FOR THE SUBMISSION OF THE APPLICATION**

i. 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.

ii. Candidate must provide their Gmail ID in Online Application Form.

iii. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.

iv. 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.

**VERIFICATIONS OF DOCUMENTS**

The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment.

**APPLICATION FEES:**

The application fee of Rs. 500/- each 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.

**Last date of receipt of online application: 12th September 2026.**

**Note:** The selected candidate would be required to join immediately.

**Sd/-Officiating Registrar**

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