



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/ADMIN/Consultant/October/2026

15 October 2026

Applications are invited for the post of Consultant – Secretary (VC Office) for TISS Mumbai to be filled on Contract

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 Institute invites application for engagement of Retired Central Government Servants as Consultant – Secretary (Vice-Chancellor Office) to be filled on contract basis initially for a period of One year and extendable based on performance of candidate and requirement by the Institute.

Purpose of the Position: To provide confidential secretarial, administrative, and executive support to the office, ensuring the efficient management and facilitating effective communication and coordination with internal and external stakeholders of the Institute.

Key Roles and Responsibilities of the post:

- Executive and Secretarial Support
- Meeting Coordination
- Correspondence Management
- Office Administration
- Liaison and Coordination
- Confidentiality and Compliance
- Record Keeping and Reporting
- Use of Technology to manage office Systems

Qualification requirements:

Educational Qualification:

- Master's Degree in any discipline with minimum 55% of aggregate marks from a recognized University / Institution.
- Shorthand Speed with minimum 80 words per minute in English.

Work Experience: Minimum of 10 years of secretarial work experience of which at least 5 years of experience of Office /Secretariat Management for the officer of the Pay Level 12 (as per 7 CPC) or more.

Desired Competencies:

- Excellent drafting and communication skills.
- Strong analytical and problem-solving abilities.
- Ability to work independently while maintaining confidentiality.
- Retired Govt. employees having the secretarial work experience may be preferred.

Age limit: Below 65 years

Remuneration: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

Other Conditions:

- 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 have applied for the vacancy as per the above procedure.
- The Institute reserves the right to relax qualification (s) of the candidate based on the work experience.
- 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.
- The post is unreserved, but candidates belonging to the reserved category are encouraged to apply.
- 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.
- No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
- 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).
- In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.

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: 30th October, 2026.

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 acknowledgement 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.

Verification 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.

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

**Sd/-
Registrar (Officiating)**
