Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and Grant-in Aid Institute under Ministry of Education, GoI)

16 Nov 2026

TISS/OIA/2026/Nov/003

Non-Teaching Position Notification at the Office for International Affairs, TISS, Mumbai.

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

The Office for International Affairs (OIA) promotes international academic exchange and collaboration between TISS and foreign HEIs. It facilitates MoUs and agreements, develops collaboration proposals, and provides the administrative support needed to run these partnerships. It works to enhance the global visibility and profile of TISS, develop and strengthen international linkages and strategic cooperation with foreign HEI, support international students in their academic pursuits, help Indian faculty and staff expand Study in India and Study Abroad Programmes, assist Indian and international scholars in career advancement and strengthen bilateral relations.

Applications are invited for the following Non-Teaching ‘Temporary Staff' positions to be filled on contractual basis at the OIA. The Office for International Affairs (OIA) is looking for applicants who creative and detail-oriented Graphic Designer to support its communication, branding, and outreach efforts. The selected candidate will design visual content for international partnerships, exchange programmes, conferences, newsletters, and digital/social media platforms, helping to strengthen TISS's global identity and engagement with international stakeholders

Graphic Designer – 01 Position

Eligibility:

- Bachelor's degree/diploma in Graphic Design, Visual Communication, Fine Arts, or a related field

Preference:

- Experience of 1 year in professional design in an academic, non-profit, or international organisation preferred
- Proficiency in Adobe Creative Suite and Canva; working knowledge of basic video editing tools is an advantage.
- A strong portfolio demonstrating range across print and digital design.
- Good understanding of typography, layout, colour, and brand consistency

Key Responsibilities:

- Design print and digital collateral for the International Office, including brochures, flyers, newsletters, posters, banners, and certificates.
- Create visual content for social media, the TISS website, and international partnership communications.
- Develop presentation decks, infographics, and reports for international conferences, MOUs, and events.
- Maintain and apply TISS's visual identity and branding guidelines consistently across all materials.
- Collaborate with the International Office team to conceptualise creative campaigns for student exchange, global partnerships, and international events.
- Support photo and video documentation of international events and edit visual content as required.
- Manage design timelines to ensure timely delivery of materials for programmes and events.

Tenure and Remuneration

This is a temporary appointment on a contract basis for a period of six months initially and may be extended based on the candidate's performance and the Institute's requirements. This temporary appointment will pay a consolidated remuneration of ₹25,000 to ₹ 30,000 per month, depending on qualifications and experience. The appointed candidates will be paid an annual increment of 5% of their remuneration, in the event of contract extension.

How to Apply

- Candidates are required to apply online through the **"Apply Now"** link provided along with this advertisement on the Institute's website: www.tiss.ac.in.
- Candidates should carefully complete the online application form and upload all required documents.
- After successful submission, candidates must download and retain a printout of the acknowledgement/confirmation of the online application for future reference.

Application Fees

The application fee is Rs 500/- for General and OBC Candidates (to be paid online). SC/ST/PWD candidates are required to pay a fee of Rs. 125/- (to be paid online) if they attach the required certificate along with the 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

1. The Institute reserves the right not to fill the vacancy advertised.
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview.
3. No queries or correspondence regarding the issue of call letters for interview/selection of candidates for the post will be entertained at any stage, and canvassing will lead to the candidate being debarred from consideration for the post
4. Relaxation in qualification, experience and age will be prerogative of TISS.
5. No TA/DA is payable for appearing in the written test and/or interview.
6. The selected candidate will have to join within a reasonable time from the date of their selection

Last date to receive applications: **30th November 2026**

Interview: Eligible candidates will be informed by email to attend the online/in-person interview.

Date of joining: Selected Candidates are expected to join within 15 days of their selection.

S/d Registrar (Offg.)