



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)

NO. ADVT/TISS MUM/Feb/2023-02
14.02.2023

Date:

Call for Applications for the Post of '(Cook) Supervisor ', TISS Mumbai Campus.

General Information:-

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Post Advertised with Scale of Pay/Remuneration & Last Date for

Application:-

- a) Applications are invited for **one post of “(Cook) Supervisor”** to be filled on Contractual basis for a period of six months initially and extendable based on performance of the candidate and requirement of the Institute. The position is based in Mumbai Campus.
 - b) **Monthly Remuneration:** Rs 25,000 (Consolidated)
 - c) **Last Date of Filling of Online Applications:** 23.02.2023

Job responsibilities:-

- a) Will be responsible for the overall supervision of the Kitchen and Purchases
- b) Will work with the DH authorities to decide the menu. Based on the menu and the forecast, the list of supplies required will be prepared and approval from the In-charge will be sought
- c) Will allocate responsibilities to the Head cook, Assistant Cook and helpers
- d) Will supervise their work; and maintain employee attendance record & leave for the purpose of salary
- e) Will ensure hygiene and safety standards are maintained and followed by all
- f) Will co-ordinate with the stores and manage the purchase requirement in consultation with the In-Charge
- g) Will ensure all bills are processed for payments on timely basis
- h) Will be responsible for maintenance of the Kitchen equipments and inform the In-charge if any repair or maintenance works needs to done
- i) Will manage the DH store & take effective measures for cost control and prevention of wastage of food
- j) Will ensure overall smooth functioning of DH

Essential Qualification:-

Bachelor of Hotel management & Catering (Food production specialization) from AICTE approved Institute **plus** one year of work experience as Catering Assistant in any Star hotel/Banquet kitchen/Outdoor catering kitchen/Institutional canteen/Guest house kitchen serving all three meals to more than 300 people

OR

12th (10+2) pass from a recognized board **plus** Certificate/Diploma in Hotel

management & Catering (Food production specialization) from AICTE approved Institute **plus** two years of work experience as Catering Assistant in any Star hotel/Banquet kitchen/Outdoor catering kitchen/Institutional canteen/Guest house kitchen serving all three meals to more than 300 people

Desired Qualifications/Skill

- a) Good written and verbal communication skills in English and Hindi
- b) Creating impactful internal and external communication
- c) Command over computer skills and digital communication
- d) Capacity to work with team
- e) Ability to pursue a constructive approach and maintain professional relations with
staff, students & guests

Other Conditions.

(a) 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.

(b) 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.

k) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) No queries or correspondence regarding issue of call letter for 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) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along

with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

(f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final. The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

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

(h) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

Application Process

- (a) **Candidates are requested to send their application alongwith CV/resume and certificates of qualification and experience to "Ms Devyani Panvalkar, Personnel and Administration Section, Tata Institute of Social Sciences, V N Purav Marg, Deonar, Mumbai 400 088".**
- (b) Short-listed candidates may be invited for Personal Interaction for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Personal Interaction to be conducted at TISS, Mumbai.

Selected candidates are expected to join duty within 15 days.

Sd/xxxx