TATA INSTITUTE OF SOCIAL SCIENCES

VN 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.REF NO./TISS/NON-TEACHING POSITIONS/2026/02

NOTIFICATION – NON-TEACHING POSITIONS

(Last Date for submission of online Application: 30 days from the date of advertisement in Employment News)

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 has campuses at Mumbai (main campus) and off-campuses at Tuljapur, Guwahati and Hyderabad. TISS offers over 52 Post Graduate Programmes, 21 Doctoral programmes and 05 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied Social Sciences and 28 Bachelor of Vocational degree programmes.

The Institute invites Online applications for following Non Teaching positions from eligible candidates of Indian Nationality.

Sr. No	Name of the Post	Campus	Pay Level 7th CPC	UR	SC	ST	OBC	EWS	Total Vacancy	PwBD
1	Deputy Registrar	Mumbai	Level-12	2*	-	-	-	-	2	-
2	Deputy Librarian	Hyderabad	Acad Level-12	1	-	-	-	-	1	-
3	Assistant Librarian	Mumbai	Acad Level-10	1	-	-	-	-	1	1 (b)
4	Assistant Registrar	Mumbai	Level-10	1	-	-	-	-	1	-
		Tuljapur	Level-10	1	-	-	-	-	1	-
		Guwahati	Level-10	-	-	-	1	-	1	-
5	Assistant Manager (Publication)	Mumbai	Level-10	1	-		-	-	1	1 (d&e)
6	System Analyst-cum-Programmer	Mumbai	Level-10	1	-	-	-	-	1	
7	Health Officer	Tuljapur	Level-10	1	-	-	-	-	1	-
8	Field Work Coordinator	Mumbai	Level-10	1	-	-	-	-	1	-
9	Counsellor	Mumbai	Level-10	1	-	-	-	-	1	-
10	Section Officer	Mumbai	Level-07	2	-	-	1	-	3	-
11	Section Officer (Security)	Mumbai	Level-07	1	-	-	-	-	1	-
	Total			14	-	-	2	-	16	2

* Deputy Registrar 1 (UR) post is on Deputation, initially for one year. The candidate may be considered for absorption subject to administrative requirements and availability of post.

** **PwBD Category:**

a) Assistant Librarian - reserved for PwBD Category (b) – (deaf and hard hearing.)

b) Assistant Manager (Publication) - reserved for PwBD Category d & e (Autism, intellectual disability, mental illness and any multiple disabilities from amongst categories a to d)

ELIGIBILITY CRITERIA:

1. DEPUTY REGISTRAR (Mumbai Campus)		
1	Name of Post	**Deputy Registrar**
2	Number of Post	**Two (02)**
3	Category	**1-UR on Direct Recruitment** **1- On Deputation (absorption subject to administrative requirements and availability of post)**
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Level-12**
6	Age	50 Years
7	Education and other qualifications	**Essential:** i) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration. **OR** Comparable experience in research establishment and/or other institutions of higher education. **OR** 5 years of administrative experience as Assistant Registrar in Pay Level 10 or in an equivalent post. **Desirable:** Experience in the areas of Establishment/ Purchase/Finance & Accounts/Academic/ Legal matters in an Educational/Research Institute/Government/Autonomous body. Knowledge of Computer Applications. **For Deputation post :** Officers holding analogous posts on regular basis **or** with five years regula service in pay level 11 in the Central/State Government, Universities and other autonomous organisations.

One Deputy Registrar with specialization in Finance/Accounts, Audit and related fields.

2. DEPUTY LIBRARIAN (Hyderabad Campus)		
1	Name of Post	**Deputy Librarian**
2	Number of Post	One (01) –
3	Category	**UR**
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Academic Level: 12**
6	Age	50 Years
7	Education and other qualifications	**Essential:** 1. Master's Degree in Library Science/ Information Science/Documentation Science with at least 55% marks or an equivalent grade in the point scale, wherever grading system is followed. 2. Eight years experience as an Assistant University Librarian/College Librarian. 3. Evidence of Innovative Library Services including integration of ICT in Library. 4. A Ph.D. Degree in Library Science/ Information Science/ Documentation Science/ Archives and Manuscript Keeping/ Computerization of Library.

3. ASSISTANT LIBRARIAN (Mumbai Campus)		
1	Name of Post	**Assistant Librarian**
2	Number of Post	One (01)
3	Category	**UR** PwBD (category b- deaf & hard hearing)
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Academic Level: 10**
6	Age	40 Years
7	Education and other qualifications	**Essential:** 1. Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library. 2. Must have cleared the National Entrance Test (NET) conducted by UGC, CSIR or similar test accredited by UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "(Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

		Provided that the candidates registered for the Ph.D. degree prior to 11 July 2009 shall be governed by the provisions of then existing Ordinances/Bye- Laws/ Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NT/SLET/SET subject to fulfilment of following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode. b) The Ph.D. thesis has been evaluated by at least two external examiners. c) Open Ph.D. viva voce has been conducted. d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal. e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded /supported by UGC/ICSSR/CSIR or any similar agency. **Note:** i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned. ii) NET/SLET/SET shall also not be required for candidates in such Master's programme for which NET/SLET/SET is not conducted by the UGC/CSIR or similar test accredited by the UGC like SLET/SET. **Desirable**: PG Diploma in Library Automation and networking or PGDCA

4. ASSISTANT REGISTRAR		
1	Name of Post	**Assistant Registrar**
2	Number of Post	Three (03) 1-Mumbai campus (UR), 1 – Tuljapur Campus (UR), 1 – Guwahati Campus (OBC)
3	Category	**2 UR, 1 OBC**
4	Classification	Group A
5	Level of Pay as per 7th CPC	**Level-10**
6	Age	45 Years
7	Education and other qualifi-cations	**Essential:** 1. Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale. **Desirable**: 1. Five years of experience in supervisory level in Pay Level 7 in areas related to Administration/ Establishment/ Finance/ Academic matters in a university or other Institutions of Higher Education / Research Establishment / PSU / Government organisations 2. Knowledge of Computer Applications essential. 3. Degree in Law / Management

5. ASSISTANT MANAGER PUBLICATIONS (Mumbai Campus)		
1	Name of Post	**Assistant Manager (Publications)**
2	Number of Post	One (01)
3	Category	**UR - PwBD – Category (d & e)** - Autism, intellectual disability, mental illness and any multiple disabilities from amongst categories a to d)
4	Classification	Group A
5	Level of Pay as per 7th CPC	Level-10
6	Age	45 Years
7	Education and other qualifications	**Essential**: 1. Master's Degree in Social Sciences with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with ten years' experience. 2. Minimum seven years' experience in publishing or public relations industry. 3. Proficiency in computerized administrative systems and processes. 4. Good writing and social media skills. 5. Well versed with DTP Programs like Coral Ventura, Coral Draw, Adobe Indesign and QuartkXpress etc, and various online platforms. **Desirable**: 1. Excellent writing and academic editing skills in English. 2. Understanding of graphic design and designing software.

6. SYSTEM ANALYST-CUM-PROGRAMMER (Mumbai Campus)		
1	Name of Post	**System Analyst-cum- Programmer**
2	Number of Post	One (01)
3	Category	**UR**
4	Classification	Group – A
5	Level of Pay as per 7th CPC	Level: 10
6	Age	45 Years
7	Education and other qualifications required for direct recruits	**Essential:** 1. First class in M.E./M.Tech. (Computer Science & Technology)/ Information Technology) with two years of relevant experience or equivalent **OR** First class in Master in Computer Applications (MCA) with two years of relevant experience. **OR** First class M.Sc. (Computer Science/Information Technology) from a recognized University/Institute with three years of relevant experience. **Desirable:** 1. Doctorate degree in any of the subjects mentioned in essential qualification. 2. Formal training in computer programming/system design/ analysis with knowledge of programming languages - developing web-based applications specifically using Python, Django; working with JavaScript (ES5/ES6), jQuery, CSS3, HTML5, and AJAX; familiar with Git or any other version control system; ability to build responsive webpages; knowledge of Bootstrap and a design language like material design; sense of aesthetics: layout grid systems, color theory, and typography & understanding of UX principles and UI Development process. 3. CISCO Certified Network Associate/Cisco Certified Network Professional or equivalent certification. 4. Experience in managing servers in converge systems

7. HEALTH OFFICER (Tuljapur off Campus)		
1	Name of Post	**Health Officer**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group A
5	Level of Pay as per 7th CPC	Level-10
6	Age Limit for Direct Re-cruits	45 Years
7	Education and other quali-fications required for direct recruits	**Essential:** 1. MBBS recognised by Medical Council of India. 2. Registered with MCI / State Medical Council 3. Three years of working experience in a Hospital attached with a Medical College/Corporate Hospital. **Desirable:** **1.** Post Graduate Medical Qualification recognized by the MCI.

8. FIELD WORK COORDINATOR (Mumbai Campus)		
1	Name of Post	**Field Work Coordinator**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group – A
5	Level of Pay as per 7th CPC	7th CPC Level: 10
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifi-cations required for direct recruits	**Essential**: 1. Master's Degree in Social Work with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 15 years' experience in field work. **Desirable**: 1. Should have strong leadership qualities and administrative skills, written and oral communication skills, ability to coordinate and supervise field work of social work students, identify new organisations in the field for placements and maintain good relations with existing organisations where students are placed, engage in process documentation and develop protocols and manuals relating to field work and write reports. 2. Should have proficiency in English, Hindi and preferably Marathi languages.

9. COUNSELLOR (Mumbai Campus)		
1	Name of Post	**Counsellor**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group – A
5	Level of Pay as per 7th CPC	7th CPC Level: 10
6	Age Limit for Direct Recruits	45 Years
7	Education and other qualifications required for direct recruits	**Essential**: Masters in Social Work / Counselling / Applied Psychology with ten years of experience in Counselling, Adolescent students. Should have strong leadership qualities, administrative skills, written and oral communication skills and ability to plan and conduct training programs.

10. SECTION OFFICER (Mumbai Campus)		
1	Name of Post	**Section Officer**
2	Number of Post (s)	Three (03)
3	Category	**2 UR, 1 OBC**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	**Essential:** 1. A Bachelor's Degree in any stream from any recognised Institute/University. **2.** Three years of experience in supervisory level in Pay Level 6 in areas related to Administration/ Establishment/ Finance/ Academic matters in a University or other Institutions of Higher Education/ Research Establishment/ PSU/ Government organizations **Desirable**: 1. Post-Graduation in management/ law, experience in establishment/ finance and accounts/ academic/facilities services will be preferred.

11. SECTION OFFICER(Security) -Mumbai Campus		
1	Name of Post	**Security Officer**
2	Number of Post (s)	One (01)
3	Category	**UR**
4	Classification	Group B
5	Level of Pay as per 7th CPC	Level-7
6	Age Limit for Direct Recruits	40 years
7	Education and other qualifications required for direct recruit	**Essential:** 1. A Bachelor's Degree in any stream from any recognised Institute/University with five years experience as Security Supervisor/Supervisory position in Security in a Govt. offices, Educational Institutions, Private organisations of repute with an annual turnover of Rs. 200/- crores and above. **OR** **2.** Person who have served in the Army or such Uniformed service at JCO level or equivalent or above with 10th standard pass or Army class I Examination or an equivalent examination. **AND** Holding a valid driving license (LMV/Motor Cycle). **Desirable**: Completion of course in Fire Fighting or unarmed combat course in Army or Para Military Force. Knowledge of computer operations. Should be able to speak English/Hindi and preferably Marathi.

Sr. No.	GENERAL INSTRUCTIONS:
1.	The applicant must be Citizen of India.
2.	Candidates are advised to fill up online application carefully and provide information as required. Candidate must submit separate application for each post applied for. **Only online applications will be accepted.**
3.	Candidate must satisfy himself/herself that he/she fulfils the eligibility criteria and conditions for the post applied for.
4.	**AGE RELAXATION:** • The upper age limit prescribed for these posts shall be relaxable in case of candidates belonging to the Schedules Casts, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued by the Govt of India from time to time, in this behalf. • The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) service whichever is less provided they have rendered at least three years regular service in Central Govt, State Govt., Central Universities, UGC maintained deemed to be Universities, Other Central/State autonomous bodies/organisations/Institutions. (Regular Service means service rendered by an employee in the Cadre on regular basis other than service on contract or daily wages. • The upper age limit for will be relaxed for permanent internal employees of the Institute upto the pay level 9, provided that they have acquired the requisite qualification and experience. • The upper age limit for these post shall be determined as on the closing date of advertisement.
5.	Relaxation in qualifying marks wherever a percentage has been prescribed for the minimum/essential educational qualification, will be applicable as per the extent Govt of India rules for SC, ST, OBC and PwBD category candidates.
6.	To avail any of above relaxation, the SC/ST/OBC(NCL)/PwBD candidate must upload the relevant certificate in the prescribed format issued by the Competent Authority and the original certificate should be produced at the time of written test/Interview for verification. However, SC/ST/OBC(NCL)/PwBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or any other relaxations which are otherwise allowed to those belonging to these categories. Further, SC/ST/OBC(NCL)/PwBD candidates who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category which they belong even if they have the merit to be considered otherwise for UR.
7.	The reservation for applicants from SC, ST, OBC(non-creamy layer), EWS and Persons with Benchmark Disability (PwBD) categories will be applicable as per Govt of India Norms/UGC Norms. Candidates availing the reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload necessary valid certificates to justify the claim of respective reservation as per Govt of India rules. The certificate must be in the prescribed format of Union Govt of India and must be digitally verifiable. In case of PwBD reservation, the disability should not be less than 40%. A Valid disability certificate must be uploaded with the application. Applicants applying for the posts reserved for OBC and EWS must upload certificate of OBC (non-creamy layer) EWS certificate in the prescribed format, issued by Competent Authority and should be for the current financial year, in accordance with instructions issued by the Union Govt of India in this respect, from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List of the Other Backword Classes.

8.	Any changes/ corrigendum/ amendments/ updates/ cancellation notice related to this recruitment process shall be published in the official website of the Institute only and not in the newspapers. Candidates are therefore advised to check the Website regularly. **(www.tiss.ac.in**)
9.	The cut off date for determining the eligibility of all candidates shall be the closing date for submission of online application.
10.	Candidates must upload all certificates/marksheets of all educational qualifications. Candidates must produce the original certificates for verification when called for written test/interview.
11.	Candidate already in service with any Central Govt, State Govt., Centrally funded Autonomous Bodies/Universities/Public Sector Undertakings, are required to submit **Vigilance Clearance Certificate and No Objection Certificate** at the time of written test/interview, if not uploaded along with the application.
12.	The Institute reserves the right to cancel the advertisement itself in toto or partially without any further notification or assigning any reason. This will be updated in the Institute's official website. **(www.tiss.ac.in**)
13.	Canvassing in any form/ bringing in any influence, political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".
14.	In case of any inadvertent mistake in the process of selection, which may be detected at any later stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment letter sent to the candidates.
15.	The Institute will retain data of online applications received for candidates only for three months after the completion of the recruitment process.
16.	The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The Institute reserves the right to restrict the candidates to be called for written test or interview to a reasonable number on the basis of criteria as decided by duly constituted Screening Committee/s and approved by the Competent Authority. Call letters for attending interview will be sent only to the short-listed candidates by e-mail. No correspondence will be made with applicants who have not been short- listed/not called for in-terview. The Regular update will be available on TISS webpage. Applicants may regularly visit TISS webpage (www.tiss.ac.in) for updates. In case the Institute receives large number of applications for a particular post, the Institute in such cases reserves the right to adopt a suitable criteria for shortlisting candidates to be called for interview as approved by the Competent Authority.
17.	All correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
18.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted to the **High Court, Mumbai.**
19.	The Institute reserves the right to place a reasonable limit on total number of candidates, to be called for test/interview. Fulfillment of the prescribed essential and /or desirable qualifications per-se will not entitle a candidate automatically to be called for Written Test (wherever applicable and/or interview.

20.	**Based on the declaration made by the candidate in their Online Registration form/application form, they will be provisionally declared eligible to appear for the Selection Process. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original documents. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.**
21.	The Institute will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case, it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the Institute.
22.	The posts advertised are tentative. The Institute reserves the right to increase or decrease the number of posts. Institute also reserves the right not to fill up any or some or all posts advertised, if the circumstances so warrant.
23.	**Payment of Application Fee:** • Rs. 2,000/- for UR. • Rs. 1,500 for OBC/EWS and Women candidates • Rs. 1,000/- for SC/ST • Rs. 500/- for PwBD category Application without payment or short payment of application fees will not be considered. Fees once paid will not be refunded under any circumstances.
24.	No TA/DA shall be paid candidates for attending interview.
25.	Candidates are required to upload the documents, Photograph, Signature etc. as per the size limit given in online application form.
26.	Incomplete application or application without application fee or without supporting documents shall be summarily rejected. The candidate should keep a print out of filled application and acknowledgement sent through email after filling of application for her/his reference
27.	The Candidates must provide their email ID in Online Application Form. All correspondence from the Institute including interview letter, if any, shall be sent only to the email address provided by the candidate in the online application form
28.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Any dispute, any suit or legal proceedings shall fall under the jurisdiction of Mumbai.
29.	**For any Technical Support kindly contact us on recruitment@tiss.ac.in or contact helpline 022-25525252**
30.	Last date of receipt of applications online is 9th November 2026. However, (if required) it will be extended as per the date of advertisement published in "**Employment News".**

Sd/-
Registrar (Officiating)