



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

**NO. ADVT/TISS MUM/FEB/2024-01**

**Date: 09. 02. 2024**

**Applications are invited for the following Non-Teaching Post on Contractual basis**

The Tata Institute of Social Sciences ([www.tiss.edu](http://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-campuses 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.

The Institute invites interested candidates to apply for the post of **COOK, TISS, MUMBAI** to be filled on contract basis for a period of **One Year**.

<b>Name of the Post</b>	<b>COOK</b>
<b>No. of Post</b>	01
<b>Position</b>	Contractual for 1 Year and extendable based on performance of the candidate and requirement of the Institute
<b>Consolidated Salary</b>	Rs. 23000 to 25000/- per month
<b>Age Limit</b>	Preferably below 30 Years as on date
<b>Location</b>	Mumbai Campus
<b>Last Date of Applications</b>	20.02.2024

<b>Educational Qualification and work experience</b>	Candidate should have 10+2 Standard (12th) qualification from recognized board or institute and must have experience of bulk cooking/quantity in any star hotel/Banquet kitchen/ institutional canteen / Guest house kitchen etc.
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Staff co-ordination</li> <li>2. Menu planning, indenting, pre-preparation and cooking</li> <li>3. Maintaining cleanliness and hygiene throughout the process</li> <li>4. Cost control</li> </ol>

**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.

(c) 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/sbmit 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 " or email to devyani.panvalkar@tiss.edu.
- (b) Short-listed candidates may be invited for Personal Interaction/ skill test for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Personal Interaction/ skill test to be conducted at TISS, Mumbai.

**Selected candidates are expected to join duty within 15 days.**

**Sd/xxxx  
Officiating Registrar**