



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

ANNOUNCEMENT

ADVT. REF. NO. TISS/TC/SEPT/2013

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers 40 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses.

TISS INVITES (ONLINE) APPLICATIONS FOR THE FOLLOWING POSITIONS ON ROLLS OF AGENCY ON CONTRACT FOR A PERIOD OF TWO YEARS AT TISS TULJAPUR CAMPUS, DIST. OSMANABAD.

1. TECHNICAL ASSISTANT - 1 position

The candidate must have ITI qualification in building maintenance course from a recognised Institute. Minimum 6 to 7 years of experience in the relevant field and maintenance work is a must. Knowledge of Computer, Billing work, Autocad is preferable. Total Emoluments: Rs. 13,914/- per month. Age: not exceeding 35 years as on the last date of applying.

2. SUPERVISOR (DINING HALL) - 1 position

Diploma in Catering and Food Management (equivalent to a Bachelor's degree recognized by the Government of India). A minimum of 3 years experience in a catering establishment or in the Pantry/kitchen of a Hospital or Hostel. Those having experience in managing a mess attached to residential educational institutions will be given preference. Knowledge of Hindi/Marathi and English is essential. The candidates should be familiar with the planning of menu, supervision of canteen staff, organizing special lunches, accounting purchase procedures for various items for the canteen and storekeeping. Computer knowledge preferred. Required to do shift duties by rotation. Total Emoluments: Rs. 17,838/- per month. Age not exceeding 40 years.

3. COOK - 1 position

S.S.C. Pass with Certificate course in Catering from a recognised Institute. Minimum five years of work experience as Assistant Cook. Total Emoluments: Rs. 13,914/- per month. Age: not exceeding 35 years as on the last date of applying.

4. ASSISTANT COOK – 1 position

SSC Pass with Certificate Course in Catering and minimum 3 years of experience in cooking.

Total Emoluments: Rs. 12,600/- per month. Age: not exceeding 35 years as on the last date of applying.

5. ELECTRICIAN – 1 position

The candidate must have completed ITI course of wireman from the recognised Institute. Minimum 6 to 7 years of experience in the maintenance work of electrical equipments & electronic field is a must. Knowledge of HT and LT line of the MSEB section is required for the post. Total Emoluments: Rs. 13,914/- per month. Age: not exceeding 35 years as on the last date of applying.

6. CARPENTER – 1 position

The candidate must have completed ITI course from the recognised Institute. Minimum of 5 years of experience in the relevant field is a must. Additional knowledge of fabrication work will be given preference. Total Emoluments: Rs. 13,914/- per month. Age: not exceeding 35 years as on the last date of applying.

7. LOWER DIVISION CLERK – 2 positions (1 reserved for ST/NT/DNT)

The candidate must be preferably graduate and passed MSCIT course. Should have certificate from Government recognised Institute of having passed typing test in English, Hindi and Marathi with 30 w.p.m. Total Emoluments: Rs. 13,914/- per month. Age: not exceeding 35 years as on the last date of applying.

8. NURSE – 1 position

B.Sc Nursing with 5 to 6 years of experience in hospital set up. Total Emoluments: Rs. 17,838/- per month. Age: not exceeding 35 years as on the last date of applying.

The selected candidates are entitled to Casual Leave, Earned Leave, P.F. and medical benefits.

GENERAL CONDITIONS:

The Institute reserves the right to not to engage any person against any of the vacancies advertised;

(a) since ap

plications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview;

(b) no queries or correspondence regarding issue of call letter for interview / selection of candidates for

the post will be entertained. Canvassing at any stage will lead to the candidate being debarred from consideration for the post;

(c) relaxation in marks and age for SC/ST/OBC/PWD candidates are applicable as per Government of India rules;

(d) No TA / DA is payable for appearing in the written test / interview.

Candidates desiring to apply are requested to send application by e-mail in the prescribed format attached herewith to info.srd@tiss.edu , on or before October 19, 2013.

If the prescribed application is being sent by post, the address would be: Assistant Administrative Officer, Tata Institute of Social Sciences, Post Box No.9, Tuljapur, District Osmanabad 413601.