



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. 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/TISS/COOK&HELPER/DH/OCT./2025

10th October, 2025

Recruitment of contractual positions in the Dining Hall of the Institute *for the position of Cook (DH), Helper (DH) & Helper Multitasking staff cum Sweeper (Facility Services) on Contract basis* .

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 is a Grade I University as per NAAC assessment 2024.

The Institute invites applications for the position of Cook (DH), Helper (DH) & Helper Multitasking staff cum Sweeper (Facility Services) on Contract basis .

1	Name of the Post	COOK (DINING HALL)
	No. of Vacancy	06 (Six)
	Remuneration Per Month	Consolidated Salary of Rs. 28,000/- Per month
	Educational qualification	Essential: Candidate should have 8 th Standard passed
	Experience	2 - 3 years of experience in star hotels / Banquet Kitchen / Institution canteen/ Guest House Kitchen, Catering etc
2	Name of the Post	HELPER (DINING HALL)
	No. of Vacancy	09 (Nine)
	Remuneration Per Month	Consolidated Salary of Rs. 21,000/- Per month
	Age Limit	Preferably below 35 Years as on <u>30th September, 2025.</u>
	Educational qualification	Essential: <i>Candidate should have 8th Standard passed</i>
	Experience	1-year experience as kitchen helper/Cook's helper in bulk cooking for more than 200 people in any star hotel Kitchen/ outdoor catering kitchen/ Institutional canteen kitchen/ Institute guest house kitchen
3	Name of the Post	HELPER – Multi Tasking Staff cum Sweeper (Facility Services)
	No. of Vacancy	09 (Nine)
	Remuneration Per Month	Consolidated Salary of Rs. 21,000/- Per month
	Age Limit	Preferably below 35 Years as on <u>30th September, 2025.</u>
	Educational qualification	Essential: <i>Candidate should have 8th Standard passed</i>
	Experience	1-year experience as Facility Services/ Hostel/ Helper/ MTS/ Sweeper at outdoor / Hostel/ /Institute

JOB SPECIFICATIONS: SHIFT DUTY

(1) Cook (DH)

- (a) Pre-preparation and cooking
- (b) Menu planning, indenting, Staff co-ordination
- (c) Maintaining cleanliness and hygiene throughout the process in the Kitchen areas
- (d) Cost control
- (e) Other duties assigned by Supervisor/ Section Officer (DH)

(2) Helper (DH)

- (a) Cleaning of utensils, floor, equipment's etc
- (b) Peeling, cutting & chopping of vegetables
- (c) Assisting Supervisor's, Cook's & Asst Cook's for issuing materials and cooking activities
- (d) Preparation of other items of dining items
- (e) Other duties assigned by Supervisor/ Section Officer (DH)

(3) Helper - Multitasking Staff cum Sweeper (Facility Services)

- (a) Cleaning of utensils, floor, equipment/ Toilet/ Garden/ Office/ Peon Work etc.,
- (b) Other duties assigned by Supervisor/ Section Officer (Facility Services)

i. Duration

Engagement is purely temporary on a contract basis, initially for a period of **one year** and renewable annually based on the satisfactory performance and requirements of the Institute.

ii. Selection Procedure:

The selection will be based on an interview for the shortlisted candidates, which will be conducted at the Institute on a date that will be notified later.

INSTRUCTIONS FOR APPLICANTS		
(i)	GUIDELINES FOR THE SUBMISSION OF THE APPLICATION	
	(a)	Candidates are requested to submit their CV along with supporting documents i.e., Education Qualification, Work Experience and Other Qualifications with the Application Form (attached) to Ms. Devyani Panvalkar, Staff of PERSONNEL SECTION on or before 17th October, 2025.
	(b)	The shortlisted candidates will be informed through e-mail & phone about the date & time of the selection process.
	(c)	Interview will be conducted in person, no TA/DA will be paid for attending the interview.

(ii)	General Instructions	
	(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
	(b)	The requirements regarding qualification and experience are relaxable at the discretion of the competent authority in the case of candidates with long years of service and a good record of work.
	(c)	Qualifications other than one prescribed in this advertisement will not be accepted.
	(d)	Engagement on a contract basis would be subject to medical fitness.
	(e)	The decision of the Institute in this regard shall be final and binding on the candidate.
	(f)	Except the consolidated and fixed emoluments mentioned in the advertisement, no other benefits will be extended.
	(h)	The contract can be terminated at any time by giving one month's notice, by either side.
	(g)	Candidature/contract of candidate(s) submitting false certificates or suppression/ submission of incorrect information shall be liable for termination/ disqualification/ rejection at any stage.
	(h)	Prescribed educational qualifications and experience are the minimum eligibility required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for the interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
	(i)	Applications should be sent well in advance, without waiting till the last date.
	(j)	Call letters to attend the interview will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
	(k)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
	(l)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
	(m)	The candidates have to appear for the interview during the selection process at their own cost.
	(n)	Only Indian nationals need to apply.
	(o)	The last date for submission of application on or before 17th October, 2025.
	(p)	Note: The selected candidate would be required to join immediately.

**Sd/-
Officiating Registrar**



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Recruitment Form / भर्ती फॉर्म - CONTRACTUAL

1. Personal Information / व्यक्तिगत जानकारी

Full Name / पूरा नाम: _____

Father's Name / पिता का नाम: _____

Address / पता: _____

Contact No. / संपर्क नंबर: _____

Email ID: _____

Date of Birth / जन्म तिथि: _____

Gender / लिंग: _____

Marital Status / वैवाहिक स्थिति: _____

2. Educational Qualification / शैक्षणिक योग्यता

School/College Name / विद्यालय/महाविद्यालय का नाम: _____

Board / बोर्ड: _____

Year / वर्ष: _____

Percentage / प्रतिशत: _____

3. Work Experience / कार्य अनुभव

1. Current/ Previous Employer / पिछला नियोक्ता: _____

Designation / पदनाम: _____

Duration / अवधि: _____

Reason for Leaving / छोड़ने का कारण: _____

2. Previous Employer / पिछला नियोक्ता: _____

Designation / पदनाम: _____

Duration / अवधि: _____

Reason for Leaving / छोड़ने का कारण: _____

3. Previous Employer / पिछला नियोक्ता: _____

Designation / पदनाम: _____

Duration / अवधि: _____

Reason for Leaving / छोड़ने का कारण: _____

4. Documents Attached / संलग्न दस्तावेज़

- ☐ Aadhaar Card
- ☐ PAN Card
- ☐ Passport Size Photo
- ☐ Experience Certificate
- ☐ Other

5. Reference / सिफ़ारिश

Name / नाम: _____

Contact No. / संपर्क नंबर: _____

6. Declaration & Signature / घोषणा और हस्ताक्षर

I declare that the above information is true to the best of my knowledge and belief. मैं यह घोषणा करता/करती हूँ कि ऊपर दी गई जानकारी मेरे ज्ञान और विश्वास के अनुसार सही है।

Applicant Signature / आवेदक के हस्ताक्षर: _____

Date / तारीख: _____