



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/PROJECT/PRAYAS/August /2026

11th August, 2026

ADVERTISEMENT

Applications are invited for the following post (Purely on temporary/ contract basis) for the post of Attendant – (1) (Location – TISS, Mumbai Campus) at Prayas, a field action project of The Centre for Criminology and Justice, School of Social work, TISS, Mumbai

Prayas is a field action project of the Centre for Criminology and Justice, School of Social Work, initiated in 1990. It is a response to the needs of disadvantaged groups being processed by the Criminal Justice System. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

Prayas invites interested candidates to apply for the post of Office Attendant at Prayas (on contract for One Year). As per the details given below:

Sr. No.	Particulars	
1	Name of the Post	Attendant or Office Support (Male Only)
2	No. of Post	1
3	Educational Qualification and Experience	- Passed 12th Standard (HSC) from a recognized board. - Minimum 1 year of experience in office support, administrative assistance, or a related field. - Experience in handling basic office work, documentation, and banking-related tasks will be preferred. - Basic knowledge of office procedures and record maintenance is desirable.
4	Age Limit	Below 35 Years as on 31 st August, 2026
5	Consolidated Salary	Rs. 15,000/- per month (Including Travelling Allowance)
6	Duration	Not exceeding one year (Extendable subject to satisfactory performance and requirement) or fulfilment of the post whichever is earlier.
7	Duties and responsibilities in brief	- Support the Administration Team in day-to-day office work. - Help organize meetings, training programs, and office events. - Assist with filing, arranging, and maintaining documents and records. - Carry and deliver documents, files, and office materials when required. - Visit banks for official work such as cheque deposits, collecting account statements, obtaining UTR/payment details, and other banking-related tasks. - Help maintain a clean, safe, and organized office environment. - Check and arrange office stationery and other supplies. - Assist visitors, staff, and vendors as needed. - Help set up meeting rooms and office spaces. - Support basic office and administrative tasks assigned by the supervisor. - Perform other office support duties as required.
8	Location	Mumbai Campus Govandi , Mumbai city
9	Last Date of Filling of Online Applications	<u>31st August, 2026.</u>

**** Only online applications received through google link will be considered from the interested candidates**

who fulfill the above conditions

Other Conditions:

- (a) The post is unreserved, but candidates belonging to the reserved category can apply.
- (b) The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- (c) Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- (d) No queries or correspondence regarding the issue of call letter for interview/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) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- (f) No TA/DA is payable for appearing for the interview.
- (g) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Process:

1. Candidates are requested to apply online through the link Google Link <https://forms.gle/sFSea7BcEYENMqLSA> below provided along with this advertisement on the Institute's website at www.tiss.ac.in

2. Candidate must provide their Gmail ID in Online Application Form.

3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.

4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

Last date of receipt of online application: 31st August, 2026.

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.

Project Leader
