



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/HMP/MP/AE/IDS/JAN./2025/01

2nd January, 2026

**Applications are invited for the Non-Teaching Positions on contract basis for the post of
Mason- cum-Painter, Helper for Mason-cum-Painter & Assistant Electrician at the
Infrastructure and Development Department (ID&S), TISS, Mumbai.**

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.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 52 Masters' Degree programmes and 21 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 28 Bachelor of Vocational degree programmes.

Institute invites interested candidates to apply for the positions of 1. Mason-cum-Painter, 2. Helper for Mason-cum-Painter & 3. Assistant Electrician at the Infrastructure and Development Department (ID&S), TISS, Mumbai to be filled on contract basis for a period of six months initially and extendable based on performance of the candidate and the requirement of the Institute.

POSITION – I

Engagement of Mason-cum-Painter (Daily Wage Basis) (1 position)

Applications are invited from eligible and interested candidates for engagement as Mason-cum-Painter on a purely daily wage basis.

1. Nature of Engagement

- Engagement is strictly on daily wage basis.
- This engagement is temporary in nature and does not confer any right for regular appointment, continuity, or regularization.
- Wages shall be payable for actual days worked, subject to attendance and satisfactory performance.

2. Daily Wage

- Rs. 1,065/- per day

3. Age Criteria

- The candidate must be below 40 years of age as on the date of application.

4. Educational / Skill Requirement

- The applicant must be able to read and write basic matters, such as names, simple instructions, measurements, and work-related notes.
- Proven experience in masonry and painting works is desirable.

5. Nature of Duties

1. Carrying out masonry works such as brickwork, blockwork, plastering, and minor civil repairs.
2. Executing painting works including surface preparation, putty application, primer, and final coats.
3. Repair and maintenance of buildings and civil structures.
4. Mixing, handling, and proper use of construction materials and paints.
5. Assisting in renovation and maintenance works as assigned.
6. Ensuring correct use and upkeep of tools and equipment.
7. Maintaining cleanliness and safety at the work site.
8. Following instructions issued by the Engineer/Supervisor.
9. Observing safety norms and site discipline.
10. Performing any other allied work assigned in connection with civil maintenance.

6. General Conditions

- Engagement will be subject to satisfactory performance and work requirements.
- The competent authority reserves the right to terminate the engagement at any time without assigning reasons.

POSITION – II

Engagement of Helper for Mason-cum-Painter (Daily Wage Basis) (1 position)

Applications are invited from eligible and interested candidates for engagement as Helper for Mason-cum-Painter on a purely daily wage basis.

1. Nature of Engagement

- Engagement is strictly on daily wage basis.
- This is a temporary engagement and does not create any claim for permanent employment or regularization.
- Wages shall be paid based on actual days worked.
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2. Daily Wage

- Rs. 981/- per day

3. Age Criteria

- The candidate must be below 40 years of age as on the date of application.

4. Educational / Skill Requirement

- The applicant must be able to read and write basic information.
- Prior experience as helper in masonry/painting works will be an added advantage.

5. Nature of Duties

1. Assisting the Mason-cum-Painter in masonry and painting works.
2. Carrying, loading, unloading, and shifting construction materials.
3. Preparing and mixing mortar, cement, and paint materials as directed.
4. Cleaning and preparing surfaces for masonry and painting works.
5. Handling and maintaining tools and equipment.
6. Supporting repair and maintenance activities at site.
7. Maintaining cleanliness and order at the work site.
8. Following instructions of the Supervisor/Engineer.
9. Observing safety norms and workplace discipline.
10. Performing any other allied duties assigned in connection with civil works.

6. General Conditions

- Continuation of engagement will depend on performance and work requirement.
- The competent authority reserves the right to discontinue the engagement at any time without assigning any reason

POSITION – III

Engagement of Assistant Electrician (3 positions)

Applications are invited from eligible and interested candidates for engagement to the post of Assistant Electrician on a purely daily wage basis.

1. Nature of Engagement

- The engagement is strictly on daily wage basis.
- This engagement is temporary in nature and does not confer any right for regular appointment, permanency, or regularization.
- Daily wages shall be payable based on actual days worked, subject to attendance and satisfactory performance.

2. Daily Wages

- Rs. 981/- per day

3. Age Criteria

- The candidate must be below 40 years of age as on the date of application.

4. Educational Qualification

- Minimum 10th Standard pass from a recognised board.

5. Technical Qualification

- Valid Electrician License is compulsory.
- ITI (Electrician) certificate holders will be preferred.

6. Experience

- Candidate should have experience in the electrical field, particularly in maintenance and repair works.

7. Nature of Duties

The selected candidate shall be required to perform the following duties:

1. Assisting in installation, maintenance, and repair of electrical wiring, fittings, and equipment.
2. Attending to breakdowns in electrical supply and rectifying faults promptly.
3. Maintenance of internal and external electrical systems including lighting, switches, sockets, and panels.
4. Assisting in operation and maintenance of electrical panels, distribution boards, and control systems.
5. Carrying out replacement of defective wiring, switches, MCBs, fuses, and fixtures.
6. Ensuring safe working practices and compliance with electrical safety norms.
7. Using and maintaining electrical tools, testing instruments, and safety equipment.
8. Assisting in preventive maintenance and routine inspection of electrical installations.
9. Maintaining basic records related to work carried out and materials used.
10. Performing any other allied electrical duties assigned by the Supervisor/Engineer.

8. General Conditions

- Engagement shall be subject to satisfactory performance and work requirements.
- The competent authority reserves the right to terminate the engagement at any time without assigning any reason.

Other conditions are as under:

1. The Institute reserves the right to relax the qualifications of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
2. The Institute reserves the right to invite persons for interviews who may not have applied as per the above procedure and not fill up the vacancy advertised.
3. 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.
4. The post is unreserved, but candidates belonging to the reserved category can apply.
5. 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.
6. The candidate under employment must produce a No Objection Certificate; from their employer to appear for an interview.
7. No TA/DA is payable for appearing for the interview.
8. 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. **The 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 11th January, 2026.**
2. The candidates are requested to take a printout of the acknowledgement of the application form and keep it for future reference. The eligible candidates will be communicated by an e-mail to attend Offline interview.

Last date of receipt of online application: 11th January, 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 the post within 15 days of selection.

Sd/-

Officiating Registrar



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APPLICATION FORM

POST of _____

Application form for the Contractual position

(Please read carefully the instructions given in the eligibility criteria before filling the format)

Paste a recent
Passport Size
Photograph

1. Advertisement Post : _____
 - a) School/ Section (if any) : _____
2. a) Name in Full (in BLOCK letters) : _____
 - b) Gender : _____
 - c) Date of Birth : _____
 - d) Whether belonging to : SC () ST () OBC () PWD () UR () :
 - e) Address (Current) : _____
: _____
 - f) City & State : _____
 - g) Phone/ Mobile No. : _____
 - h) Email Id : _____

3. Educational Qualification (commencing with Matriculation). Attach one set of self attested copies of Certificate (s).

Degree	Admission Year	Passing Year	Division / Class	Percentage	Specialisation	School/ College	University
SSC							
HSC							

Degree	Admission Year	Passing Year	Division / Class	Percentage	Specialisation	School/ College	University
Graduation							
Post Graduation							
Diploma							
Others							

4. Employment Details (*details of present post at the beginning*) (*documents attach*):

Sr. No.	Office/ Institution employed	Designation	Date of Joining	Date of Leaving	Basic Pay (Rs.)	Total Salary (Gross) Rs.	Leaving Reason

(Please enclose self attested copies of certificates/ proof in support of employment)

(*Attach separate sheet, if needed)

5. Referees :

Name	Email	Mobile No.	Address	Profession	he/she is known to the applicant:

6. Time required for joining, if selected: _____

7. Documents Attached

- ☐ Aadhaar Card
- ☐ PAN Card
- ☐ Other

I Hereby declare that all the statements made in this application form and enclosure are true to the best of my knowledge and belief.

Place:
Date:

Signature of the applicant
Name