



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/DH/Aug/2026

13th August 2026

Recruitment of contractual positions in the Dining Hall of the Institute *for the position of Cook (DH)*.

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)** to be filled on a contract basis for an initial period of **one year**, which may be extended further, subject to satisfactory performance and the requirements of the Institute.

1	Name of the Post	COOK (DINING HALL)
	No. of Vacancy	03 (Three)
	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.

JOB SPECIFICATIONS:

- (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)

Selection Procedure:

The selection will be based on skilled test 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 application in the prescribed format attached herewith, along with supporting documents i.e., Education Qualification, Work Experience and Other Qualifications to Ms. Devyani Panvalkar, Staff of PERSONNEL SECTION on or before 31st Aug, 2026.
	(b)	The shortlisted candidates will be informed through e-mail & p h o n e 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 relax able at the discretion of the 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 31st August, 2026.
	(p)	Note: The selected candidate would be required to join immediately.

**Sd/
Registrar (Officiating)**



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Application Form - CONTRACTUAL

1. Personal Information

Full Name: _____

Father's Name: _____

Address: _____

Contact No.: _____

Email ID: _____

Date of Birth: _____

Gender: _____

Marital Status: _____

2. Educational Qualification

School/College Name : _____

Board: _____

Year : _____

Percentage : _____

3. Work Experience

1. Current/ Previous Employer : _____

Designation: _____

Duration : _____

Reason for Leaving : _____

2. Previous Employer : _____

Designation : _____

Duration : _____

Reason for Leaving: _____

3. Previous Employer: _____

Designation: _____

Duration: _____

Reason for Leaving: _____

4. Documents Attached

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

5. Reference

Name : _____

Contact No. : _____

6. Declaration & Signature

I declare that the above information is true to the best of my knowledge and belief.

Applicant Signature:

Date: