



## 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)

ADV/TISS/Jr./Sub Eng./ID&S/MARCH/2025

26<sup>th</sup> March, 2025

**Applications are invited for the post of Junior/ Sub Engineer for Civil (1 post) and Junior/ Sub Engineer for Electrical (1 post) at the Infrastructure and Development Department (ID&S), TISS, Mumbai.**

*The Tata Institute of Social Sciences ([www.tiss.ac.in](http://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, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree programmes.*

*Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.*

**Institute invites interested candidates to apply for the post of 'Junior/ Sub Engineer for Civil (1 post) and Junior/ Sub Engineer for Electrical (1 post) at the Infrastructure and Development Department (ID&S), TISS, Mumbai to be filled on contract basis for a period of One Year initially and extendable based on performance of the candidate and the requirement of the Institute.**

### **1. Junior/Sub Engineer for Electrical**

**No. of position:-** 01

**Designation:-** Junior Engineer of Sub Engineer (depending upon Experience and expertise)

**Salary slab:-** 35,000/- to 40,000/- (depending upon Experience and expertise)

**Education:-** B.E./ B.Tech/ Diploma in Electrical/ Electronics Engineering

**Software Skills:-** MS office, GeM, CPPP, ERP

**Age Limit:-** Shall not be more than 35 Years

**Experience:-** Minimum 1 year

**Desirable:-**

- 1) At least average 60% for all the semesters or 6.00 CGPA in 10 point scale
- 2) Experienced in handling construction and maintenance work.

- 3) Knowledge of GFR, Procurement manuals for goods, services and works, CPWD GCC, SOP, Works manual, DAR, DAR, PAR, IS codes, NBC, MCGM statutory rules etc.

**Preferable:-** Experienced in government sector, PSU, Universities, State or local government bodies etc.

**Nature of duties:-**

- 1) Handling all kinds of administrative work related to electrical department
- 2) Purchase and inventory management of electrical material/installations.
- 3) Coordination with vendors, suppliers, electricians, power supply agencies (Tata power, Adani etc.) for uninterrupted power supply and smooth functioning of all equipments.
- 4) Periodic monitoring for repair and maintenance of Fans, Washing machines, Amplifiers, existing sound systems (mikes, speakers, mixtures etc.), electric meters, fuse, MCB, ELCB, Diesel generator, power batteries, Solar water heaters, Solar power, electronic and digital panels, water pumps, motors, fire pumps, Air conditioners, Dining hall equipments etc.
- 5) Load calculations based on the expected electrical installation.
- 6) Encouragement for Energy efficient installations like Leds, sensor based equipments, Low energy consuming equipments etc.
- 7) Handling Contracts, planning, billing, tendering (GeM, CPPP) related to electrical work.
- 8) Work under the rules laid down by GOI, GFR, CVC, CPWD, PWD etc.
- 9) Maintaining high safety standards.
- 10) Monitoring of electrical staff & deployment of duties related to electrical/sound/ water distribution work.
- 11) Co-ordination with all residents for rectification of their complaints.
- 12) Co-ordination with Hostel in charge, Security in charge and maintenance in charge to resolve their complaints related to hostel, institute infrastructure and security threats respectively.
- 13) Co-ordination with admin staff and accounts staff for all kinds of administrative approvals and bill clearance.
- 14) Co-ordination with vendors for timely and effective completion of work with assured quality.

**2. Junior/Sub Engineer for Civil**

**No. of position:-** 01

**Designation:-** Junior Engineer of Sub Engineer (depending upon Experience and expertise)

**Salary slab:-** 35,000/- to 40,000/- (depending upon Experience and expertise)

**Education:-** B.E./ B.Tech/ Diploma in Civil Engineering

**Software Skills:-** Auto cad, MS office, GeM, CPPP, ERP

**Age Limit:-** Shall not be more than 35 Years

**Experience:-** Minimum 1 year

**Desirable:-**

- 1) At least average 60% for all the semesters or 6.00 CGPA in 10 point scale
- 2) Experienced in handling construction and maintenance work

- 3) Knowledge of GFR, Procurement manuals for goods, services and works, CPWD GCC, SOP, Works manual, DAR, DAR, PAR, IS codes, NBC, MCGM statutory rules etc.

**Preferable:-** Experienced in government sector, PSU, Universities, State or local government bodies etc.

**Nature of duties:-**

- 1) Responsible for preparation of all Kinds of tenders and BOQs related to construction and maintenance work in Mumbai Campus.
- 2) Handling e-tendering GeM and CPPP portal for uploading all kinds of department related tenders for all campuses.
- 3) Preparation of all kinds of estimates, measurements, rate analysis, AMC and ARC contracts for Mumbai Campus.
- 4) Responsible for all kinds of Civil, Plumbing, Carpentry and fabrication work.  
**CIVIL:-** Maintenance of existing structures and construction of new structure, water proofing, plaster and concrete work, tiling work, brick work, stone work, Painting etc.  
**PLUMBING:-** Maintenance and construction of all open and underground plumbing and sanitation lines, toilets, chambers etc. Inspection and rectification of all kinds of plumbing fittings.  
**CARPENTRY:-** Maintenance and installation of all kinds of wooden, FRP, aluminum doors and windows, sheds, cupboards, shutters, fencing etc.
- 5) Monitoring maintenance and effective functioning of Sewage treatment plant and drip irrigation, biogas plant, composting etc.
- 6) Handling and monitoring of pest control and anti-termite treatment for Mumbai campus..
- 7) Co-ordination with all residents for rectification of their complaints.
- 8) Co-ordination with Hostel in charge, Security in charge and maintenance in charge to resolve their complaints related to hostel, institute infrastructure and security threats respectively.
- 9) Co-ordination with admin staff and accounts staff for all kinds of administrative approvals and bill clearance.
- 10) Co-ordination with vendors for timely and effective completion of work with assured quality.

**Other Conditions**

- (a) The Institute reserves the right to not fill up the vacancy advertised, to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the procedure. The institute also reserves the right to offer a position with lower designation and pay as per the suitability of the candidate.
- (b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

- (d) No queries or correspondence regarding issue of call letter for 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) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- (f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (i) The Institute reserves the right to relax age of the candidate based on the work experience.
- (ii) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
- (iii) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

**Application Fee. Application Fee of Rs 500/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they upload the required Certificate in the Online Application Form. Women applicants are exempted from the payment of application fee.** The application will be valid only on receipt of application fee for those who are required to pay. Fee once paid, shall not be refunded under any circumstances.

### **Application Process**

1. Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website [www.tiss.ac.in](http://www.tiss.ac.in). Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
2. Shortlisted candidates may be invited for Personal Interaction/ skill test for evaluating their proficiency and skills.
3. Shortlisted Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai.

**Last date of receipt of online application: 10<sup>th</sup> April, 2025.**

**Note: The Selected candidates are expected to join duty within 10 days of receipt of offer letter.**

Sd/xxxx

**Officiating Registrar**

