



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/TISS/LEGALOFFICER/APR/2026

24th April, 2026

Appointment of LEGAL AND PUBLIC INFORMATION OFFICER and on contract basis at the TISS

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.

Applications are invited for one post of '**LEGAL AND PUBLIC INFORMATION OFFICER**' to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

Sr. No.	Particulars	
1	Name of the Post	LEGAL AND PUBLIC INFORMATION OFFICER
2	No. of Post	01
3	Age Limit	Below 50 Years as on 31 st March, 2026
4	Consolidated Salary	Rs. 80,000/- p.m. (Commensurate with educational qualification and work experience)
5	Educational Qualification and Experience	• Master's Degree in Law from recognised University / Institute with at least 55% of aggregate marks or equivalent Grade plus two years of work experience OR • Bachelor's Degree in Law from recognised University / Institute with at least 55% of aggregate marks or equivalent plus four years of work experience. • Experience as an advocator or law officer in Legal Department of Central or State Government or any renowned organisation will be preferred. • Excellent knowledge of Microsoft Office. • Good communication, writing and team work skills. • Knowledge of handling the RTI cases in public authority
6	Duration	Not exceeding one year (Extendable subject to satisfactory performance and requirement)
7	Duties and responsibilities in brief	To ensure that the best legal action is taken by the Institute, Legal Officer may have to perform the following tasks. • To provide legal support and represent the University in certain Civil/Criminal litigation. • To perform work related to the RTI matters of the Institute. • To guide on legal aspects of the staff engagements, project contracts. • To represent as member secretary for Committee against Sexual Harassment in university.

		• Vetting of MoUs and drafting standard agreements • Performing other relevant legal duties as required.
6	Preference	The candidates with personal flexibility, high motivation, excellent communication, writing, and good rapport building skills in Hindi and English shall have added advantage.
7	Location	Mumbai Campus
8	Last Date of Filling of Online Applications	<u>15th May, 2026.</u>

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 Fee:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

Application Process:

- Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute's website at www.tiss.edu.
- Candidate must provide their Gmail ID in Online Application Form.
- Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
- 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: 15th May, 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.

**Sd/-
Officiating Registrar**