Applications are invited from candidates for one post of 'Upper Division Clerk' on contract through an Outsourcing Agency at Dining Hall of the Institute.

**Educational Qualification / Experience requirements:**

Diploma in Catering and Food Management (equivalent to a Bachelor's degree recognized by the Government of India). An experience in a catering establishment or in the Pantry/kitchen of a Hospital or Hostel or managing a mess attached to residential educational institutions will be preferred.

Knowledge of Hindi, Marathi and English is essential. The candidates should be familiar with the planning of menu, supervision of canteen staff, organizing special lunches, accounting, purchase procedures for various items for the canteen and store keeping. Computer knowledge is preferred. The incumbent shall be required to do shift duties by rotation.

**Total Emoluments:**

Rs. 18,829/- per month.

The selected candidate is entitled to Leave, P.F. and medical benefits through the outsourcing agency.

**Age:** not exceeding 35 years as on the last date of receipt of application.

**Other Conditions:**

The Institute reserves the right to not fill up the vacancy advertised.

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 written test and interview.

No queries or correspondence regarding 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.

Relaxation in marks, age and work experience for SC/ST/OBC/PWD candidates are applicable as per Government of India rules.

No TA / DA is payable for appearing for the written test / interview.

Candidates desirous of applying are requested to send the application by e-mail in the prescribed format available on website (www.tiss.edu) to personnel@tiss.edu or send filled in application form by post/courier/hand delivery to the Personnel Section on or before November, 30, 2013.

Shahaji Chavan
Administrative Officer
(Personnel Section)