



**Advt. No. IITJ/2018-19/Students Counsellor/24**

**1 June 2018**

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment on **contractual (adhoc)** basis based on performance. Appointment is initially for one year extendable upto a maximum period of 3 years with revised remuneration after yearly review of performance.

**Name of Post : STUDENTS COUNSELLOR (Professional Counsellor)**

**Number of Posts : 02**

**Minimum Qualification and Experience:** Ph.D./M. Phil./M.Sc. (Counselling Psychology)/Post-Graduate Diploma in the fields of Psychology (Counselling, Clinical Psychology), Sociology or Social work with at least one year relevant clinical experience.

**Desirable:**

- Have training in Counselling technique and/or any therapeutic module
- Experience in Counselling students of highly competitive residential Institutes of higher learning
- Administrative experience in managing relevant Counselling service set-ups.

**Job Requirement:** The job would involve active counselling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counselling programme for students and liaison work with professional volunteer agencies and hospitals for the benefits of the student population of the Institute. Also, the job require:

- Targeted psychological counselling of individuals for common conditions such as anxiety, adjustment disorder, depression, addiction;
- Group therapy for certain conditions;
- Developing and execute appropriate follow up procedure for monitoring progress;
- Developing a standard operating procedure (SOP) to ensure a smooth operation of counselling activity including crisis management;
- Designing and organising of regular workshops addressing a variety of subjects such as stress management, self-esteem, test anxiety, managing mood swings, enhancing study skills, stigma attached to accessing mental health care;
- Counselling students on different challenges faced by them at regular intervals (peer pressure, relationships, academic stress, learning to make decisions, making responsible choices, knowing when to ask help for oneself and for others, family related issues, sexuality, identity, beliefs, time management, substance abuse, physically well-being etc.);
- Training and guiding the team of student volunteers associated with counselling service;
- Acting as an referral to the administration or hospital.
- Performing duties including attending exigencies at all hours.

**Remuneration:** Rs. 20,000 - Rs. 40,000 per month (Consolidated). Additional HRA (as per Institute norms) will be paid separately if the incumbent stays outside the Campus.

**Age Bar:** Below 40 years.

### General Instructions to Applicants

01	The interested applicants are required to apply only through ONLINE. For submitting the application form through the online process, please visit Institute's website: ( <a href="http://www.iitj.ac.in">www.iitj.ac.in</a> ). After submission of application a PDF of the completed form will be generated. The applicants are required to sign it and send it along with all self-attested relevant supporting documents by post to IIT Jodhpur.
02	SC, ST and OBC applicants are required to attach the Caste Certificate, and PD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
03	The Institute reserves the right to hold Written Test, Presentation and/or Interview for selection, whenever circumstances so warrant.
04	The Prescribed Essential Qualification and Experience indicated are bare minimum, and mere possessions of same will not entitle the applicants to be called for test or interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and/or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for written test and/or interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. Therefore applicants should furnish details of all the qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
05	The Institute reserves the right to relax qualifications and/ or experience in exceptional cases, or in case of person already holding analogous positions in a university, research institute, industry, etc.
06	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
07	The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Jodhpur also reserves the right to NOT fill the post advertised.
08	The complete postal address (including telephone, Fax, Mobile No. and Email address) of the present employer mentioning the name of the organization and whether the organization is a Government, Semi-Government, Autonomous, Public Sector Undertakings, Private Sector should be indicated in the Application Form.

09	Incomplete application form, without the self-attested copies of all relevant Certificates (both experience and professional), will be rejected.
10	Canvassing in any form or bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED".
11	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.
12	The applicants are required to apply <i>only through</i> <b>ONLINE</b> process upto <b>22 June 2018 till 05:00 PM</b> .The hardcopy of completed application along with all relevant supporting documents in original must reach the Institute <b>on or before 05:00 PM on 29 June 2018</b> at the address given below. The envelope should be super scribed as "Application for the Post of <b>Students Counsellor</b> " <b>Address:</b> <i>Officer In-charge</i> Office of Recruitment Indian Institute of Technology Jodhpur NH 65, Nagaur Road <u>Karwad 342037</u> Jodhpur District <i>Phone: (0291) 280 1111</i> <i>eMail: office_recruitment@iitj.ac.in</i>
13	Applications received after the due date shall not be considered.

**Advisor (Administration)**