

**भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद**

**Indian Institute of Technology (Indian School of Mines), Dhanbad**

No. 411002/Counselor/2017-Estt 16 May, 2017

**ADVERTISEMENT**

**Subject: Contractual engagement of Counselor at IIT (ISM), Dhanbad.**

The Indian Institute of Technology (Indian School of Mines), Dhanbad invites applications for engagement of Counselor on contract basis initially for a period of two years from the date of engagement which may be extended or curtailed as per the functional requirement. The details regarding eligibility criteria, terms of reference etc. are as under:

**Post: Counselor - 1 Post – Full Time (On Contractual basis) :**

**The engagement will be purely on contractual basis.**

**Qualification & Experience of the Counselor**

**Essential Qualifications:**  M. Phil in Clinical Psychology with First Class along with two years of relevant experience.

Or

M.Sc. or M.A. in Clinical Psychology with First Class along with three years of relevant experience.

Relevant experience is defined as Counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health care clinic.

**Desirable Experience:**

(a) Have training in counseling technique, and/or therapeutic module.

(b) Experience in counseling students of highly competitive residential institutes of higher learning.

(c) Administrative experience in managing relevant counseling service set-ups.

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**Duties**

1. The Counselor should talk to the students on different challenges faced by them at regular intervals.

1. Conduct regular question answer session on different issues.
2. He/She must be comfortable working with students representing varieties of social and economic backgrounds.
3. He/She may also be required to work in evening or weekends. It is also expected that the Counselor will attend the exigencies at all hours.
4. The Counselor will maintain confidentialities but report to Dean (Students Welfare) in extreme cases, in which institutional/family intervention is required**.**
5. Counselor will also be required to perform counseling duties as assigned by the Director or Dean (Students Welfare).
6. The Counselor will have to make his or her own arrangement for stay in the nearby colonies of IIT(ISM), Dhanbad so that in case of exigencies he/she should reach the Health Centre/Clinic at odd hours.

**Remuneration**: Consolidated remuneration of Rs. 53,000/- will be payable with annual increment @ 3%. No other allowance will be admissible.

**Age Limit**: Not exceeding 40 years as on last date of submission of application.

**General Terms and Conditions:**

1. The counselor must be skilled in his/her profession and should have good interpersonal and societal skills.
2. The Counselor shall not be entitled for any kind of allowances and residential accommodation.
3. The engagement will be purely on contractual basis.
4. The period of the Counselor would be initially for a period of two years which may be extended or curtailed subject to review at the sole discretion of this Institute.
5. The Counselor shall be eligible for 08 days of leave in a calendar year. This will not be carried forward in case the engagement period is extended by this Institute. Also no payment in lieu of unutilized leave will be paid by this Institute at the time of expiry of contract.

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1. The Institute may terminate the services of Counselor in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Institute.
2. The Institute shall also reserve the right to terminate the services of the Counselor at any time without giving any notice and also without assigning any reason. The engagement of Counselor will not confer any right on the part of individual for permanent appointment to the post.
3. Counselors shall have to attend the clinic six days a week.
4. The Counselors may be called in the clinic on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the clinic after clinic hours, in case of exigencies of work. No extra allowances will be permissible for the same.
5. No TA/DA shall be admissible to the Counselor for joining the assignment. Counselor shall not be allowed for foreign travel at Institute’s expenses. However, he/she may be allowed TA/DA for travel inside the country in connection with official work so assigned.
6. Apart from the usual office hours, if the situation so demands, the Counselor may be called any time in the IIT(ISM) Campus.
7. The Headuqarters of Counselor will be IIT (ISM), Dhanbad.
8. Any resultant dispute shall be settled within the jurisdiction of Dhanbad.

**How to apply:**

Interested and eligible candidates may submit their applications in the prescribed proforma duly filled in, to :

The Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad, Dhanbad -826 004 (Jharkhand)

The last date of receipt of applications is **30th June, 2017 by 5.00 p.m.**

**REGISTRAR**

**INDIAN INSTITUE OF TECHNOLOGY**

**(INDIAN SCHOOL OF MINES), DHANBAD**

**DHANBAD – 826 004**

**Application for engagement of Counselor at IIT (ISM), Dhanbad.**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Residential Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Res. No. \_\_\_\_\_\_\_\_\_\_\_\_\_

9. Educational Qualification: (Self-attested copies of degrees and mark sheets need to be attached).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Board/University | Subjects/ Specialization | % of marks | Class |
| 10th |  |  |  |  |
| 12th |  |  |  |  |
| Bachelor degree |  |  |  |  |
| PG degree |  |  |  |  |
| M.Phil |  |  |  |  |
| Ph.D. |  |  |  |  |

10. Employment Details (Self-attested copies of experience certificates need to be attached).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Organisation/ Address | Designation | Pay Scale with Grade Pay ( if any) | Period  From To | Nature of work performed |

11. Any other specific information, if any, in support of your suitability for the said engagement (Use Separate sheets, if required).

Signature of the Applicant

Place

Date