



भा. प्रौ. सं. मण्डी 175 075 (हिमाचल प्रदेश)
IIT Mandi 175 075 (Himachal Pradesh)
Recruitment Section

Advt. No. IIT Mandi/F/Recruit./NTS/Con-02/2021 **Date: 20th December 2021**
Online Application opening date: 20th December 2021 (Online Mode Only)
Last Date of Application: 10th January 2022 (Online Mode Only)

Indian Institute of Technology (IIT) Mandi (Himachal Pradesh) invites the applications for the post of Counselor on Ad-hoc (purely temporary) basis. Details of post, eligibility criteria, qualification etc. are given below:-

Name of the post	Pay (Consolidated)	Maximum Age Limit	Method of Recruitment	Period of contract
Counselor	₹ 73491/-	40	Written Test and /or Interview	One Year

Last date of submission of online application form is **10th January 2022** up to 05.00 PM (IST). The age shall be determined as on the last date of the submission of the application form.

Post	Qualifications & Experience
Counselor	<p><u>Essential:</u></p> <p>MA/MSc degree in Psychology with specialization in Clinical/Counseling Psychology with 55% from a recognized University or Institute.</p> <p style="text-align: center;">AND</p> <p>5 Years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an Educational Institution or Mental Health Care Clinic of repute.</p> <p style="text-align: center;">AND</p> <p>Excellent oral and written communication skills in English.</p> <p><u>Desirable:</u></p> <p>a) Additional training in counseling technique, and or any therapeutic module.</p> <p>b) Experience in counseling students of highly competitive residential institute of higher learning,</p> <p>c) Administrative experience in relevant counseling service set-ups,</p> <p>d) Multi Linguistic skills,</p> <p>e) Proficiency in variety of computer applications, MS word,</p>

	<p>Excel, Power-Point or equivalent</p> <p><u>Job Responsibilities:</u></p> <p>a) Active counseling of students largely in the 16-28 age group.</p> <p>b) Conducting workshops, talks and group discussion on topics such as stress management, self esteem, anxiety, decision making, time management, goal development etc.</p> <p>c) Training and guiding the team of student volunteers associated with counseling service.</p> <p>d) Interface with other professionals inside and outside of the Institute to help conduct lectures and other events to build awareness about the need for counseling.</p> <p>e) Performing duties including attending exigencies at all hours.</p>
<p>1. The Ad-hoc appointment will be for one year which is non-extendable.</p> <p>2. Residential accommodation on campus is mandatory.</p>	

General Instructions

1. The post is on ad-hoc (purely temporary) basis at IIT Mandi at Kamand (HP).
2. The last date for applying online is **10th January 2022** (05.00 PM). No applications will be entertained thereafter. Finally submitted online applications only will be considered. Any other mode of submission of applications will not be entertained or accepted.
3. The application fee of Rs. 100/- is to be paid through Online Transfer in IIT Mandi account. For online payment there is provision of SBI Collect, OR for account transfer Bank Account details of IIT Mandi are as follows:

Name of the Bank: State Bank of India
Branch address: SBI, IIT Mandi, Kamand, HP – 175075, Tel: 01905 – 267093
Account no. 31310230679, **IFS Code:** SBIN0013711
MICR Code: 175002103, **Type of Account:** Saving Account
4. The prescribed Application Form will be filled online from the Institute website (www.iitmandi.ac.in) and link (<http://oas.iitmandi.ac.in/recruitment>). Link will not be available after **10th January 2022** (05.00 PM).
5. Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth etc. Original certificates should be produced at the time of selection process as well as while joining.
6. Applicant is required to upload self attested certificate/s in support of minimum required experience in proper format i.e. it should be on the letter head of the organization, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
7. Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for written and /or interview. The decision of the Institute in this regard will be final.

8. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of online applications.
9. No correspondence whatsoever will be entertained from candidates regarding conduct and result of written and /or interview and reasons for not being called for written and /or interview.
10. The candidate should be able to speak and write both in English and Hindi and fluency in English is essential for the post.
11. Addendum/corrigendum if any, in respect of this advertisement shall be published only on (<http://www.iitmandi.ac.in/administration/recruitment.php>). Accordingly, all applicants in their own interests are advised to keep track of the same.
12. For any query related to submission of online application, email may be sent to (oassupport@iitmandi.ac.in) and for general queries related to recruitment to (arrecruit@iitmandi.ac.in).
13. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
14. Candidates possessing the requisite qualification and experience may apply online at (<http://www.iitmandi.ac.in/administration/recruitment.php>). Canvassing in any form will be a disqualification.
