



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT375/2024

Job Title

Student Counselor (on Contract)

Job Reference Number

50658598

Application End Date

24.01.2025

Type of Employment

Temp – Consolidated

No. of Position(s)

3

Application Category(s)

3(OBC-1, UR-2)

IITB Recruiting:

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience for three vacancies of Student Counselor post (on Contract) on consolidated salary, initially for a period of one year. The tenure of the post is extendable on a yearly basis subject to satisfactory performance.

Essential Qualifications & Experience:

Master's Degree in Psychology / Clinical Psychology / Social Psychology with a minimum of 55% marks or equivalent grade point average with six years of relevant experience.

For applicants with a PhD degree in the relevant discipline, the duration of PhD up to three years will be counted towards experience.

Desirable Qualification:

- 1) At least 4 years of experience working as a counsellor/psychologist in an academic or medical institute.
- 2) At least 3 years of experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Job Profile:

The Student Counselor will support the mental and physical health and emotional well-being of all students. They will provide a high-quality counseling service to students experiencing a wide range of social, emotional and health issues. They will participate in and support initiatives aimed at raising mental health awareness and student skill building within the institution. They will be a key to the Institute's commitment to ensure all students reach their academic potential, develop the values and behaviours, the Institute espouses and are best prepared for a fulfilled and successful life. They will significantly contribute to the safeguarding and promotion of the welfare and personal care of all the students.

Pay Details:

Rs.1,02,663/- p.m. in Level EO1(56,100 - 1,77,500)

[Base salary of Rs.56100/- p.m. plus Rs. 29,733/- as inflation compensation @ 53 % on base salary plus Rs.16,830/- as Out of Campus Allowance @30% on base salary.]

Age limit: 40 years (on the application closing date) with applicable age relaxations.

Tenure of appointment: 1 year

General information:

1. The post is temporary and may be extended further on yearly basis subject to satisfactory performance.

2. The incumbent shall have no claim on any regular position of the posts and not be bestowed upon with any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.

3. After completing the whole process of online application, the applicant should again login into the portal to confirm that his/ her application is submitted. It should be noted that any issue, related to the above process, reported beyond 15 days from the closing date will not be entertained, and candidature will not be considered.

4. Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment>

Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

5. Scrutiny/ Screening of applications:

Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for the selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. The Institute can limit the number of applicants to be called for the shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

6. Selection Process:

There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview. The final selection will be through an interview.

Procedure:

On the basis of the performance of candidates in the written test, a shortlist of maximum 5 candidates, in order of merit per number of positions advertised under each category will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentage (absolute or normalized basis) for UR & OBC (NCL) category are 60 and 54 respectively. Only such shortlisted candidates will be called for final interview.

7. Applicants are advised to satisfy themselves before applying that they possess the minimum essential qualification(s) and experience, as specified in the advertisement. Qualification obtained has to be from a recognized University/ Institute.

8. Incomplete application shall be summarily rejected.

9. Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

10. Eligibility of a candidate for the post shall be considered as on the date of closing of online

application interface.

11. The Institute reserves the right not to fill any of the advertised positions.

12. The age limit criterion will be relaxed for persons working in any department/ section/ unit/ project of IIT Bombay for at least three years (220 days or more per year) and have crossed the age limit criterion during the above period.

13. Age relaxation would be as per Institute norms.

14. Applicant should upload copy of certificates in support of their essential qualification, experience, age, caste etc. Original certificates should be produced at the time of Selection Process as well as on joining.

15. Applicant is required to upload certificate(s) in support of minimum experience required in proper format, i.e., it should be on organization's letter head, bearing the date of issuance, designation, pay drawn for each position, duly certified by the competent authority.

16. Age relaxation for SC / ST / OBC category applicants is applicable only if the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

17. Applicants seeking reservation benefits / concession in fee admissible to candidates belonging to OBC (NCL)/ PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC (NCL) category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority, enclosed at Annexure I.

18. The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

19. Decision of the Institute in all matters relating to eligibility of an applicant for the selection process would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

20. No correspondence will be entertained from candidates regarding conduct and result.

21. Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to upload NOC/proof of having placed the request with the existing organisation for issuance of NOC and also produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

22. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

24. Canvassing in any form shall lead to disqualification.

25. No interim correspondence will be entertained.

26. For any query related to submission of online application, you may send e-mails on jobs@iitb.ac.in. However, enquiry / queries related to eligibility for the post / interpretation of rules will not be entertained.

27. Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staffrecruitment>. Addendum / corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website

28. Correspondence subsequent to submission of application should essentially be sent to

jobs@iitb.ac.in with application ID, Job title and Job Ref. No. mentioned in the subject.

29. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

The date of closing of online application interface is 24.01.2025

REGISTRAR

Date: 25/12/2024

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices

ANNEXURE – I

DECLARATION

“I, son / daughter of Shri
..... resident of village/town/ city
.....district state hereby declare that I belong to
the community which is recognized as a backward class by
the Government of India for purpose of reservation in services as per orders contained in Department
of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision
through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place: IIT Bombay

Date: