



**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE)  
VIHAR LAKE, MUMBAI**

<b>Student Wellness Counsellor (on contract basis)</b>	<p><b>Job Profile:</b> The candidate will be responsible for:</p> <ol style="list-style-type: none"><li>1. Listening to students' emotional, social, and behavioral concerns</li><li>2. Discussion with students and understanding the psychology of the students</li><li>3. Assessing the level of anxiety and stress and the cause for the same</li><li>4. Counselling the students to relieve from anxiety and stress</li><li>5. Discussion with Dean, Associate Dean and Medical officer regarding the assessment of wellness issues, anxiety and stress and solution for the same.</li><li>6. Maintenance of data of counselling</li><li>7. Type of involvement – twice a week (4 hours per day).</li></ol> <p><b>Knowledge, Skills, and Abilities:</b></p> <ol style="list-style-type: none"><li>1. Excellent communication skill- Written and oral in Hindi and English</li><li>2. Ability to gain confidence of the students</li></ol> <p><b>Qualification:</b> Post graduate degree in clinical / counselling Psychology.</p> <p><b>Experience:</b> Minimum 5 years of experience in the relevant field as mentioned in the job profile.</p> <p><b>Age:</b> 30 years and above.</p> <p><b>Remuneration:</b> Monthly Consolidated Remuneration (all inclusive): ₹. 35,000/- to 40,000/-</p> <p><b>Tenure:</b> One year. Renewable for another year upon satisfactory performance and recommendation of the competent authority.</p>
--------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Notes:**

- a) The applicant must be a citizen of India. Candidates should have good verbal / written Hindi and English communication skills.
- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the applications. They are advised to ensure their eligibility for making an application to the post. No enquiry on eligibility etc. will be entertained.
- c) The name of the post applied for should be clearly mentioned in **BOLD LETTERS** on the top of envelope. The envelope should be superscribed as “Application for the post of Student Wellness Counsellor.
- d) The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview/test.
- e) Reservation/ age relaxation will be applicable as per Government of India rules.
- f) Consolidated monthly remuneration is inclusive of all.
- g) The Institute reserves the right:
  - i. to fix suitable criteria for short listing.
  - ii. to empanel candidates for similar works in future.

- iii. to fill or not to fill the vacancy or to reject any/all applications/candidates at any stage of selection process or to cancel the advertisement for the above mentioned post(s), without assigning any reason thereof.
- iv. to increase or decrease the no. of vacancy at any stage of selection process.
- v. to increase/decrease the tenure of appointment.
- vi. to cancel the partial or whole selection process.
- vii. to place a reasonable limit on the total number of candidates to be called for interview.
- viii. to extend the closing date for receipt of applications.
- ix. to seek any other certificate including vigilance from the candidates already in service at any time during the process.
- h) No appeal with regards to e) i. to ix. above shall be entertained or accepted by the Institute.
- i) It would not be obligatory on the part of the Institute to call every candidate for interview/test who may possess the essential qualification.
- j) Only the shortlisted candidates will be informed/contacted for the interview/test.
- k) No intimation shall be sent to the candidates who are not shortlisted by the Institute. Institute shall not be responsible for any delay/non-receipt of communication in any mode.
- l) In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience.
- m) Mere possession of qualification and experience and / or calling a candidate for interview conveys no assurance whatsoever that he/she will be recommended or selected for the position.
- n) Application form incomplete in any way or not having required educational/experience certificates and latest photo affixed will be rejected without any intimation.
- o) No correspondence whatsoever will be entertained from candidates regarding communication delay, conduct and result of test and reasons for not being called for test.
- p) Canvassing in any form at any stage will be considered disqualification.
- q) Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. should send their applications through proper channel. They shall also be required to furnish 'No Objection Certificate' at the time of interview, if applicable. Compliance with this clause is mandatory.
- r) Appointment on contract will be for a period of one year initially and can be extended further, purely based on requirement and performance, as reviewed by the Institute.
- s) The selection procedure for each level/group of position shall be as per the Govt. of India norms.
- t) All correspondence from the Institute including interview call letter, shall be sent to the e-mail ID provided by the candidate in the application form.
- u) Any matter for which no specific instruction has been given shall be decided by the Institute and the decision shall be final and binding on the applicants
- v) Interested candidates who fulfil the eligibility criteria as above should submit their applications online mentioning Educational qualifications, detail of experience with a passport size photograph and soft copy of the application MUST be sent at email id: [nitierecruit@nitie.ac.in](mailto:nitierecruit@nitie.ac.in). Further, hard copy of the application along with self-attested testimonials, certificates, etc. MUST also be sent by Post addressed to, 'The Registrar, NITIE, Vihar Lake Road, Mumbai-400 087', on or before **15<sup>th</sup> August 2022**.
- w) All communications from institute side will be made by Email only. No interim correspondence shall be entertained.

\*\*\*\*\*