

Advertisement for Student Counsellor contractual basis

Indian Institute of Management Mumbai, an Institute of National Importance and an autonomous Institution under the Ministry of Education, Government of India, invites applications from highly motivated, proactive, and dynamic professionals for engagement as **Student Counsellor** on a contractual basis. The position is purely contractual in nature, initially for a period of one-year, extendable on year-to-year basis for further three years, subject to satisfactory performance of the incumbents and need of the Institute. The details are as under:-

Sr. No	Name of Post & Emoluments	Eligibility Criteria & Job Requirement
1)	Student Counsellor 04 post (02 Post for Day Shift, 02 Post for Night Shift) Monthly Consolidated Emoluments: ₹80,000.00 to ₹1,00,000.00 (per month for day shift position) ₹ 50,000.00 to ₹70,000.00 (per month for night shift position) Medical Benefits: Health insurance premium up to ₹10,000/- for a family of up to four (self, spouse and two dependent children) shall be reimbursed on yearly basis. Age Limit: 50 years	<u>Qualifications:</u> Master's degree in psychology, Clinical Psychology, Social Psychology, or an allied discipline with a minimum of 55% marks or equivalent Grade Point Average from a recognized University/Institution. <u>Experience:</u> Minimum two years of relevant professional experience in counselling, psychology, mental health services, student counselling, or a related field. <u>Desirable Experience:</u> • At least one year of experience as a Counsellor/Psychologist in an academic, medical, university, or institutional setting; or • At least two years of experience in psychological counselling of young adults, preferably in a fully residential campus or an institution of repute. • Experience in a Mental Health Centre, University/College, Hospital, NGO, Clinic, or Counselling Centre will be preferred. • Candidates having exposure to both counselling and clinical settings, including experience in a mental health hospital, will be preferred. • Experience in tele-counselling, online counselling, chat-based counselling, and other technology-enabled mental health support services will be an added advantage. <u>Job profile:</u> The Student Counsellor will be responsible for supporting the mental health, emotional well-being, and overall personal development of students of the Institute. The incumbent will provide a high-quality, confidential, and student-centric counselling service to students experiencing a wide range of social, emotional, psychological, academic, and personal concerns.

Job Timings and shift duty

The position shall involve shift duties as per the requirements of the Institute. Two personnel shall be deployed for the day shift and two personnel for the night shift.

Day Shift: 0900 Hrs to 1730 Hrs, Monday to Saturday. Both personnel assigned to the day shift shall be required to attend duty on all working days.

Night Shift: 2200 Hrs to 0600 Hrs. The two personnel assigned to the night shift shall attend duty on alternate nights, as per the roster prepared by the Institute.

The key responsibilities shall include:-

- (a) Providing individual and, where appropriate, group counselling to students dealing with emotional, psychological, social, academic, interpersonal, and personal concerns.
- (b) Providing counselling support through face-to-face, tele-counselling, online, and chat-based modes as required.
- (c) Identifying students who may require additional psychological or clinical intervention and facilitating appropriate referrals to specialist mental health professionals or medical services.
- (d) Supporting students in developing coping mechanisms, interpersonal skills, emotional resilience, stress-management techniques, and healthy behavioural patterns.
- (e) Participating in initiatives for mental health awareness, preventive mental healthcare, emotional well-being, and student skill development across the Institute.
- (f) Contributing to the Institute's efforts to ensure that students are supported in reaching their academic potential and developing the values, attitudes, behaviours, and life skills necessary for a fulfilled and successful life.
- (g) Contributing to the safeguarding and promotion of the health, well-being, and personal care of students.
- (h) Maintaining appropriate counselling records, documentation, case notes, referrals, and reports while ensuring strict confidentiality and professional ethics.
- (i) Working closely, wherever required, with faculty members, academic administrators, residential life teams, medical professionals, and other relevant stakeholders for student support and well-being.
- (j) Conducting or supporting workshops, awareness programmes, orientation sessions, and other interventions relating to mental health, stress management, emotional resilience, substance abuse awareness, interpersonal relationships, and student well-being.
- (k) Providing counselling support during night hours/shifts, including through remote modes, as assigned by the Institute.
- (l) Performing any other duties related to student counselling, mental health, psychological well-being, and student support as may be assigned by the Institute.

GENERAL CONDITIONS:

1. The remuneration may be reviewed annually after completion of one year of engagement. An annual enhancement ranging from 3% to 10% may be considered, subject to performance assessment by the Reporting/Competent Officer and within the upper remuneration limit specified in the advertisement. Where the remuneration is already fixed at the prescribed upper limit, no annual remuneration enhancement shall be admissible.
2. Only Indian citizens are eligible to apply.
3. Accommodation at Institute campus/ leased accommodation will be provided to the selected candidates (Electricity & Water charges to be paid as actual). If such accommodation is provided, the candidate will not be eligible for the House Rent Allowance.
4. The above position is purely contractual in nature and thus candidate(s) will have no right

- to claim any regularization / absorption etc. in the Institute.
5. The Institute strives to promote gender balance and encourages applications from women candidates.
 6. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Written Test / Skill Test/ Interview. The Institute reserves the right to restrict the number of shortlisted candidates for the further recruitment process to a reasonable number based on higher qualifications and/or experience.
 7. Candidates are required to mandatorily provide a valid and active email ID in the application form, as all communications related to the selection process will be made exclusively through email.
 8. The date for the selection process will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their email regularly.
 9. The Institute shall not be responsible for any delay or non-receipt of communication due to incorrect or inactive email ID provided by the candidate.
 10. No rounding off of percentage (%) is allowed. Candidates are required to fill their **exact percentage** of marks while filling online application form.
 11. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
 12. **Selection Process**-The selection shall be made through an interview, which may be conducted online, offline, or in multiple phases, as deemed appropriate by the Institute. Depending upon the number of applications received, the Institute may also conduct a Written Test and/or Skill Test as part of the selection process.
 13. The shortlisted candidates will be required to produce all original Certificates, Degrees and other documents pertaining to their educational/professional qualifications, work experience, age, caste etc. for verification purposes at the time of the final selection process. Failure to do so may result in the cancellation of their candidature.
 14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
 15. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
 16. The panel of recommended candidates will be valid for one year from the date of approval of the Competent Authority and the Institute can make appointments in the future also by operating the panel within the validity period.
 17. No TA/DA or any other incidental expenses will be reimbursed to attend the Interview.
 18. The number of posts may be increased or decreased as per need of the Institute.
 19. The Institute reserves the right to modify, amend, or cancel the recruitment process, in part or in full, at any stage without assigning any reason. The Institute also reserves the right not to fill any or all of the advertised posts, as it may deem fit.
 20. No interim correspondence will be entertained or replied to.
 21. Canvassing in any form will be a disqualification.
 22. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **20 September 2026 (5:00 pm)**.

Sd-
Chief Administrative Officer