

Position at IIT, Delhi (Advt. No. 05/2016)

CVs are invited for the position of Counsellor at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi.

Name of the Post : Counsellor.

Job Brief : The role of counsellor will be to provide counselling support and guidance to students of IIIT-Delhi, as well as to staff members, and to help them better handle the complexities, stresses, and challenges of modern day academic life so as to improve their academics and life.

Number of Position : 01

Role & Responsibilities’:

- Provide counseling support and guidance to B. Tech, M. Tech, and PhD students, as well as staff of the Institute. Should be able to counsel on a range of issues facing youth in a college - academics, relationships, family, **Clinical issues** and lack of motivation. etc.
- **Provide crisis intervention and critical incident interventions during and after office hours.**
- **Conducting standardized Psychological assessments for depression, anxiety, learning disability etc.**
- Conduct general counselling sessions/classes, as well as scheduled one-to-one counselling; prepare plan for special cases; respond to specific queries from students; conduct therapy sessions for students with depression, anxiety or other problems;
- To deal closely with students and identify their psychological needs.
- Lead & facilitate student counselling in the institute.
- Prepare summary reports for the institute using data from psychological tests, self-report measures, rating scales, direct observations, or interviews.
- Diagnose and treat learning disabilities with developmental or organic bases.
- Contribute to other projects for Psychological wellness.
- Participate in educational programs, in-house training, or workshops to remain current in methods and techniques.

Skills Required:

- Passionate, active listener candidate willing to work with young students in transforming their lives.
- Zeal to help students with their academic & personal life.
- Proficiency in MS Office Package.
- Creative, with strong interpersonal, presentation skills.
- Strong communication skills (active listening, speaking & writing)
- Advanced delivery skills including training, facilitating, and mentoring capability.
- Good Documentation and Record keeping Skill.

Pay & Level: Starting CTC will be Rs. 65K and Rs. 53K (Equivalent to PB-2 with grade pay of Rs. 4,600/4,200 in Government) for Assistant Manager/ Junior Manager Level respectively. CTC includes DA applicable as per Central Government rates, HRA/ Leased Accommodation, TA-I & TA-II as per applicability, LTC, Telephone Reimbursement etc, which are generally same as in IITs. For candidates, with more relevant experience, higher positions can be considered e.g. Deputy Manager or Manager (starting CTC: 82 K).

Note: The scale will be revised based on the recommendations of 7th pay commission, and it is expected that salaries will increase by about 15%.

Employment type: Full-time, Regular (initially a five (05) years contract will be given).

Qualifications and Experience:

- MA/MPhil or higher in Psychology/Clinical Psychology or similar degree
- At least 5 years' experience in counselling youth and students.

Working days: Five days a week. During semesters, half days on Saturdays will also be required (which can be compensated by reduced hours during week days.)

Age Limit: 40 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given). The level/ designation will be decided by Selection Committee based on the qualification/ experience and performance of the candidate in interview.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mail only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting incomplete, any or all applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/Experience/Age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile. No. of posts may vary.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. Reservation as per norms exists. Candidate may specify the category they belong to and attach documentary proof for the same.
- 12. Qualified person may be allowed to teach some course.**
13. No Hard copies are to be sent.
14. Last date for application is August 19, 2016.

How to apply:

The interested candidates may send the detailed CV in the Recommended Proforma below through email to admin-hr@iiitd.ac.in with subject "Post of (Name of the Post) at IIIT-D" latest by August 19, 2016.

Recommended Pro forma of Applicant's Resume:

The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Education record
6. Work experience (Briefly describe roles and responsibilities for each):
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
 - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
 - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
10. Contact details: Postal address, e-mail address, and mobile phone number.
11. Membership with Psychological Societies (Optional):
12. RCI or similar registration (Optional):