

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance under Ministry of Education, Govt. of India)

JLN MARG, JAIPUR - 302017 (RAJASTHAN) INDIA

F.No.: F4(Q)07/DSW/MNIT/Counsellor 2023-24

Date: 30.09.2024

Malaviya National Institute of Technology (MNIT) Jaipur is an Institution of National Importance declared by the Act of Parliament and a premier technical Institution of the country, offering several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, Management, Humanities, Social Science and Architecture, in an excellent ambience for academic research and co-curricular activities.

The Institute is searching for a bright, dynamic, experienced, and qualified Student Wellness Counsellor. The Counsellor would render counselling service to all the students as and when required. The Institute intends to conduct a shortlisting-based Interview to engage the services of the Wellness Counsellor for Student Counselling Services. The engagement will be purely on a contract basis initially for a period of one year, renewable subject to requirement & satisfactory work performance.

Engagement position	Consolidated Remuneration	Age Limit	Qualifications and skills required
Student Wellness Counsellor (01)	Rs. 50,000/- (per month)	Not exceeding 40 years	A. Essential Qualification & Experience: 1. Education: PhD/Masters in Psychology, with specialization in Clinical Psychology (Rehabilitation Council of India registered), with at least 55% marks (or equivalent grade point average) from a recognized University/Institute. 2. Experience: 3 years of relevant experience. Relevant experience is defined as (a) 1 year of Clinical experience in a Mental Health Centre + (b) 2 years of experience in the post of a full-time Counsellor (not self-employed). B. Desirable: 1. 2(b) above in an Educational Institution. 2. Strong interpersonal and communication skills, empathy, and the ability to build rapport with diverse groups of students.

Roles and Responsibilities of the Student Wellness Counsellor

The counsellor's responsibilities will include being in the office for eight hours (five days a week), and ensuring round-the-clock availability for counselling. The counsellor's role will be multifaceted, encompassing the following responsibilities:

1. Provide individual and group counselling sessions to help students cope with academic pressure, personal challenges, emotional distress, etc.
2. Offer immediate support and intervention in times of crisis, ensuring that students have access to timely help during challenging situations.
3. Conduct workshops and seminars on stress management, time management, and resilience-building to equip students with effective coping strategies.
4. Collaborate with the anti-ragging committee and promote awareness campaigns to prevent ragging and discrimination on campus.
5. Collect, analyze data, and prepare reports on student wellness to design tailored interventions for the campus.
6. Organize regular in-class interventions like mental health awareness programs, seminars, and events to reduce stigma, encourage open conversations, and promote a culture of well-being.

NOTE

1. The post is temporary for one year and on consolidated salary.
2. No fees are to be charged to MNIT Staff & students when counselling is required after working hours.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
4. Application without photograph, signature, and necessary certificates in support of their application shall be summarily rejected.
5. The applications received in response to the advertisement will be scrutinized, and only shortlisted candidates will be called for the interview.
6. Further, for any queries, candidates may contact email ID: dr.sw@mnit.ac.in

Other Terms & Conditions

1. The engagement shall be on contract basis initially for a period not exceeding one year which may be extended at the discretion of Competant Authority subject to satisfactory performance and also subject to the requirement of the Institute. The engagement can be terminated at any time by the Institute without assigning any reason.
2. The monthly remuneration will be consolidated amount of Rs. 50,000.
3. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 1.5 days for each completed month of service may be allowed. Accumulation of leave beyond a calender year is not allowed.
4. He/She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
5. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
6. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
8. He/She shall not have any claim to any post under the Institute on the basis of this engagement as contract employee.
9. He/She shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He/She shall be required to sign the non-disclosure agreement. He/She is required to submit a declaration regarding his/her marital status.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.
12. The Institute reserves the right to terminate the contract at any time in case:
 - (a) The contractual employee is unable to satisfactorily complete the assigned tasks;
 - (b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;
 - (c) The contractual employee is absent from duty without authorization;
 - (d) The Institute chooses not to renew the contract at the end of the initial period of engagement.
13. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.
14. During the period of engagement with MNIT Jaipur, the contractual employee would be subject to the provisions of the Official Secret Act, 1923, and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal, etc. or give opinion/advice to any

person other than the Institute on any matter during the period of his/her engagement with the Institute.

The contractual employee should sign Non-Disclosure Undertaking.

15. The other terms and conditions as mentioned in the advertisement shall also apply.

Interested candidates must download the application form from Institute's website and send a hard copy of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc., by speed post/registered post/courier to The Deputy Registrar, Student Welfare Section, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, JLN Marg, Jaipur, Rajasthan-302017, India. Last date of receiving hard copy of application is **30 October 2024** upto 5:30 PM. The envelope containing the application be super scribed as "APPLICATION FOR THE POST OF **STUDENT WELLNESS COUNSELLOR**".

REGISTRAR (I/C)

NON-DISCLOSURE UNDERTAKING

To,
The Registrar,
MNIT Jaipur.

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this office confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with MNIT Jaipur which would otherwise conflict with my obligations towards MNIT Jaipur.
5. To abide by data security policy and related guidelines issued by MNIT Jaipur.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep MNIT Jaipur informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Your faithfully

Signature
Name, Address & Contact No.

Dated