



(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advertisement for Non-Academic Post/s
Advertisement No. 08/ 2022 dated 12th October 2022

Online applications are invited for the following position/s at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Counselling Psychologist, Grade-III : One (01) post

The employment to the above post/s is on full-time and regular basis (initially on a Contract for 5 years and renewable as per Institute's guidelines.)

Essential Qualification & Experience

MA/MPhil or higher in Psychology/Clinical Psychology or similar degree with 55% marks and (a) 3 years' relevant experience at JM-1, Grade-II level for internal candidates or (b) 3 years' relevant experience at Pay Level-5 of 7th PC or equivalent CTC for those working in reputed private Institutions.

Desirable Skills:

- 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.

Key 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.
- Assist Well-being Cell in 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.

Pay and Other Benefits

| S. No. | Title of Post | Level (7 th PC) | Initial Basic Pay | Monthly CTC (Approx.) |
|--------|-------------------------------------|-------------------------------|----------------------|--------------------------|
| 1 | Counselling Psychologist, Grade-III | 6 | 35,400/- | Rs.88,000/- |

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Fund & such other benefits as may be applicable from time to time.

Note:

1. Qualification, age and experience/s will be reckoned as on the date of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit:
 - a. The maximum age limit for Junior Manager is 30 years.
 - b. Age limit is not applicable for internal candidates.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for the selection process. In this regard the decision of the Institute/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.



4. The screening of applications will be done based on the information furnished in the online application form. Accordingly, the candidates are advised to fill the maximum information as desired in the application form.
5. Key responsibilities under the experience tab shall be mentioned consciously defining their current role and nature of work being performed.
6. Candidates working in private Institution may indicate their annual CTC and put “NA” where any particular information is not applicable/available.
7. Experience certificate should clearly indicate the name of the employee, designation, duration of employment and Pay Level/CTC details/salary details. Merely production of offer letter, any other communication at document verification will not be considered as valid documentary evidence towards counting of experience.
8. Women candidates are encouraged to apply and will be preferred for the above position for gender balance.
9. The Institute reserves the right to restrict the number of candidates for the further selection process to a reasonable limit, by applying additional criteria on the basis of qualification and experience.
10. Only shortlisted candidates will be informed for the further selection process through e-mails.
11. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
12. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for the selection process. No request in this regard will be entertained for review etc.
13. Qualifications/experience, age may be relaxed for exceptional candidates.
14. The Institute observes working 5 days a week however during semesters, half days on Saturdays will also be required (which can be compensated by reduced hours during week days.) and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification
15. Number of positions may be increased or decreased depending upon the requirements.
16. Candidates working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate at the time of selection process.
17. Applicants are not required to send hard copy of the applications.
18. The selected candidate(s) will be expected to join within one month from the offer of appointment.

Application Fee:

Candidates (Other than SC, ST, PWD, Internal candidates) are required to pay a non-refundable application fee of Rs.118/- (Rupees One Hundred and Eighteen only) via online mode only at IIT Delhi payment portal by selecting fee head “Application fee for the post of (name of



advertised position)”. For more details, please refer “Management Jobs” under “Jobs @IIITD” available at Institute website.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in. The last date for submitting the online applications is 31st October 2022. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)

