



INDIAN MARITIME UNIVERSITY
(Central University / Govt. of India)
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata – 700088
Phone: (033) 2401-4673/74/75/76/78



Advt. No. IMU-KC/EST/ENGMT/03/2023-1 dated 08-11-2024

ENGAGEMENT OF STUDENT COUNSELLOR (ON VISITING BASIS)

Pertinent details regarding the Recruitment Drive are as follows:

Name of the Post	Student Counsellor
No. of Vacancies	ONE
Maximum Age Limit	50 years
Minimum Qualifications	<p><u>Essential:</u></p> <p>(a) B.A./B.Sc. (Psychology) with certificate of Diploma in Counselling with minimum of Seven-Year Experience in providing counselling to students at Educational Institutes</p> <p>[OR]</p> <p>(b) M.A/M.Sc. (Psychology) with minimum of Five-Year Experience in providing counselling to students at Educational Institutes.</p> <p>[OR]</p> <p>(c) MBBS with Master's/Diploma in Psychiatric Medicine, with minimum of Five-Year Experience in providing counselling to students at Educational Institutes.</p> <p><u>Desirable:</u></p> <p>(a) Ph.D in a relevant discipline</p> <p>(b) Work Experience in Maritime Training Institutes</p>
Duration of Session per Day / Periodicity per Week	3 Hours per Day / 2 Days per Week
Emoluments	Honorarium of ₹ 40,000/- to ₹ 45,000/- per month.
Duration of Engagement (On Visiting basis)	Initially for a period of ONE year and may be further extended for an additional period(s) of upto TWO years subject to performance and requirements of IMU.
Last date for submission of Application (by email)	29-11-2024 (Monday) - it.kolkata@imu.ac.in
Date & Time of the Screening Test / Interview	Shall be intimated by email

INSTRUCTIONS TO APPLICANTS:

1. Applicants have to mandatorily scan and send the following credentials / documents to the above-mentioned email ID with the subject line "APPLICATION FOR THE POST OF STUDENT COUNSELLOR (ON VISITING BASIS), for further selection process:
 - (a) Application Form in the prescribed format.
 - (b) Educational Qualifications (UG / PG / Ph.D / Others)
 - (c) Work Experience as applicable.
 - (d) PAN Card and any Govt. ID Proof (Aadhaar / EPIC / Passport / Driving Licence)
2. The selection process shall comprise of a personal interview, before the Selection Committee. In case of large number of applicants (as decided by the Committee), a screening test shall be conducted to shortlist the applicants for personal interview.
3. Shortlisted applicants for further selection process shall be intimated by email(s) with regard to the date & time of the screening test / interview.
4. Shortlisted applicants have to appear for further Selection process along with the following:
 - (a) All pertinent documents in ORIGINAL, as mentioned in sl. no. (1) above.
 - (b) Self-attested photocopies of all pertinent documents, as mentioned in sl. no. (1) above.
 - (c) TWO recent photographs (passport sized).
5. IMU reserves the right to cancel or postpone the recruitment drive due to administrative reasons.
6. IMU reserves the right to summarily reject any applicant, due to non-receipt of any relevant credentials / documents over email, as mentioned in sl no. (1) above.
7. IMU reserves the right to increase / decrease the number of vacancies due to administrative reasons.
8. No TA/DA shall be admissible to any applicant for appearing in this recruitment drive.

ROLES & RESPONSIBILITIES:

1. Counselling students on concerns related to their academics and any other personal problems.
2. Promoting emotional and mental wellbeing of students through various educational materials, personalised interactions, guest speaker engagements and other related activities.
3. Collaborating with teachers, administrative personal and parents to solve behavioural or situational concerns to help students succeed.
4. Inculcating amongst students the directives issued by IMU-HQ with regard to various attributes of the 'Model Code of Conduct for Students of IMU Campuses'.
5. Working with students to create short- and long-term objectives, particularly those related to academic performance, personal development, etc.

6. Assisting in mediation and resolution of conflicts to ensure that personal altercations don't hinder the student's academic goals and development.
7. Organising counselling programmes for prevention of alcohol and drug abuse, peer mentoring, etc.
8. Assisting students in selecting educational and other extra-curricular options that align with their interests and goals.
9. Providing guidance to students for making informed decisions regarding various professional / educational choices in their career paths.
10. Any other administrative duties, as assigned by the Competent Authority, from time to time.

Sd/-
CAMPUS DIRECTOR



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APPLICATION FORM

Photo

I. NAME OF POST: STUDENT COUNSELLOR (ON VISITING BASIS)

II. PERSONAL DETAILS:

1	Name						
2	Father / Spouse Name						
3	Date of Birth & Age (As on last date of receipt of application)						
4	Gender						
5	Religion		GEN	OBC	SC	ST	PwD
6	Nationality						
7	Marital Status						
8	Languages Known:	Speak					
		Read					
		Write					
9	Telephone / Mobile number						
10	E-mail ID						
11	Permanent Address						
12	Correspondence Address						

III. EDUCATIONAL QUALIFICATIONS (please enclose proof & attach separate sheets, if necessary):

Sl. No.	Exam Passed	Discipline	Board / University	Year of Passing	% of Marks / CGPA
01	10 th Standard				
02	12 th Standard				
03	UG				
04	PG				
05	Ph.D				
06	Others				

IV. WORK EXPERIENCE – INDUSTRY (attach separate sheets if necessary):

Sl. No	Name of Organisation	Position held	Period		Pay Scale/ Remuneration
			From	To	
1					
2					
3					
4					
5					
TOTAL PERIOD (in years months and days)					

V. REFERENCES / TESTIMONIALS:

Sl. No	Name	Address	Contact Details
1			
2			

VI. DOCUMENTS ENCLOSED:

1. Educational Qualifications (UG / PG / Ph.D / Others)
2. Work Experience as applicable.
3. PAN Card and any Govt. ID Proof (Aadhaar / EPC / Passport / Driving Licence)

I undertake that all information given by me above are correct to the best of my knowledge and I solemnly affirm that if any information given by me is found to be wrong / false at any stage, my candidature for the post shall stand cancelled.

Date:

Place:

Signature