ONLINE applications are invited from the Indian Nationals for filling up the following post:-

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<th>S. No.</th>
<th>Grp.</th>
<th>Name of the post</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Age limit (as on the last date of Advertisement)</th>
<th>Pay Scale &amp; Matrix as per 7th CPC</th>
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<tbody>
<tr>
<td>01.</td>
<td>A</td>
<td>Assistant Student Counsellor</td>
<td>Student Counseling Services</td>
<td>03 (Unreserved)</td>
<td>40 years</td>
<td>Rs. 56100-177500/- Level 10 of Pay Matrix as per 7th CPC</td>
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**Prescribed Minimum Qualification/ Experience:**

**Essential:**

M.A. in Psychology and Graduation in Psychology with at least 55% marks from a recognized University / Institute.

**Experience:**

1. 05 years’ experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years’ experience in the post of a regular full time Counsellor, preferably in an Educational/ Counseling Center.

2. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

**Job Requirement:**

The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

**Desirable:**

Additional qualification in Mental Health or Counseling.

**GENERAL INSTRUCTIONS TO NOTE:-**

1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

3) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.
4) The minimum qualifying marks for Written and Trade Test/ Computer Test will be 60%. Only the candidates who will qualify the Written and Trade/ Computer Test will be called for Presentation and Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the Selection Committee.

5) The Institute may also appoint persons on Contract basis on the recommendation of the Selection Committee with such benefits which are similar to regular appointments. Appointment on Contract shall be made initially for a period of one (1) year which can be extended for a maximum period of upto five (5) years after review of satisfactory performance. On completion of contract period with the satisfactory performance, the person may be considered for a regular appointment with the approval of the Competent Authority. In case of regularization of a person working on Contract basis, the period of contract completed by the said person may be treated as completion of period of probation applicable for the said post with the approval of the Competent Authority.

6) Rs. 500/- (Rupees five hundred only) has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & Woman Candidates.

7) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, where applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny / Shortlisting Committee may formulate additional criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide and the shortlisted applicants will be called for Written Test/ Trade Test / Computer Test and subsequent steps as applicable on qualifying the same as per decision of the Institute. IIT Delhi reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.

8) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

9) The Institute may conduct Written Test / Trade Test/ Computer Test for the shortlisted candidates in the phased manner.

10) Regular employees working in IIT Delhi & other IITs can be considered for age relaxation upto 50 years. Also, existing staff of IRD, IIT Delhi (including R&D office and Project staff, appointed through regular selections), FITT, BHM (work charged employees) and out-sourced staff of IIT Delhi who are educationally qualified and have rendered minimum five years of service on continuous basis will be considered eligible to a maximum of 50 years of age.

11) Outstation candidates called for Written Test/ Trade Test/ Computer Test will be paid 3rd AC Class Railway fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.

12) The reservations/ relaxations, if any, and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders.

13) The age of superannuation is 60 years.

14) (a) The candidates are required to apply ONLINE only from 19.12.2020 to 11.01.2021 upto 05:00 P.M. Both dates are inclusive.

(b) For submission of application through ONLINE MODE, please visit Institute’s website:
   1. Direct Link: https://ecampus.iitd.ac.in/IITDSR-0/login
   2. Alternatively: http://www.iitd.ac.in/jobs-iitd/index.html

(c) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written/ Trade/ Computer Test, provided they must have sent an Advance Copy.

(d) Incomplete application will be summarily rejected.

15) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.