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**ADVERTISEMENT FOR THE POST OF PSYCHOLOGICAL COUNSELLOR  
(On Guest basis)**

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Advt. No.: IIIT-Bh/351

Dated: 15.07.2025

International Institute of Information Technology, Bhubaneswar is a non-affiliating University by an act of the Odisha State Assembly. It is designed to be a premier institute of Information Technology and related areas. The Institute invites applications from eligible candidates for engagement as Psychological Counsellor (on Guest basis).

**NAME OF THE POSITION**

- PSYCHOLOGICAL COUNSELLOR (Contractual)

**NUMBER OF POSITION**

- 01 (One) Position

**ESSENTIAL QUALIFICATION**

- The candidate should have completed M.A. Psychology or M.Sc. in Psychology or Masters / M.Phil. in Clinical Psychology with 60% marks.

**DESIRABLE QUALIFICATION**

- The candidate should have excellent communication skills along with multi-linguistic skills.
- The candidate should have administrative experience in establishing, and managing counseling services & experience in counseling students aged 18-30 years as well as adults of above 30 years age along with counseling substance abuse cases.
- Experience in counseling students of highly competitive residential Institutes of higher learning.
- Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.

**AGE LIMIT**

- Up to 60 years as on the date of the interview.

### **JOB DESCRIPTION**

- The Counsellor would render counseling service to all the students as required and be available to staff and faculty of IIIT Bhubaneswar.
- The Counsellor would be the point of contact for students if they require interpersonal/ emotional counseling.
- Counsellor must be comfortable working with students from a variety of social and economic backgrounds.
- The Counsellor will maintain confidentiality but shall report to the Dean, Student Affairs of any extreme cases that demand Institution/ Family intervention.
- The Counsellor must be available after office hours in case of any emergencies.
- The Counsellor shall conduct workshops, talks and group discussions from time to time to help the students with their academic, interpersonal and emotional needs.

### **TERMS & CONDITIONS**

1. The Counsellor shall visit the Institute from Monday to Saturday (10AM to 6PM) or as decided by competent authority.
2. The Counsellor will be available for consultation in case of emergency during holidays/odd hours as per the requirement of the Institute.
3. In case of a pandemic like COVID-19 if a lockdown/ curfew is imposed by the Central/State Govt. the Counsellor will have to provide/conduct online counselling through an online platform to the students/staff of the institute.
4. The Counsellor shall maintain a database of the mental well-being of the student/employees.
5. The tenure of the Counsellor shall be initially for 11 months and can be re-engaged for subsequent terms based on his/her performance and requirement of the institute. The appointment shall be on an ad hoc basis and can be terminated at any time during the contract period with one month's notice from either side.
6. The selection will be based on an entrance test and/ or interview and only the shortlisted candidates will be intimated well in advance about the date and time of the interview.

### **GENERAL INSTRUCTION**

1. Candidates of Indian nationality can only apply for this post.
2. Candidates should read carefully the requisite minimum essential qualifications, age, eligibility, experience criteria, etc. laid down in the advertisement before applying for the above post. Since all the applications will be screened on the basis of data submitted by the candidate in the Application Form, the candidates must

satisfy themselves with their 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.

3. Incomplete applications or those without relevant supporting documents (self-attested copies of Date of birth/Degrees/ Certificates/ Mark sheets/Experience Certificates/Govt. Identity documents such as Aadhar, PAN etc.) will be rejected.
4. Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for an interview as stated above while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the interview. Further, IIIT Bhubaneswar also reserves the right to cancel the notification, in the event of exigency so decided.
5. IIIT Bhubaneswar reserves the right to change (cancel/modify/add) any of the criteria, method of selection and appointment, etc.
6. Intimations will be sent only by E-mail as per the details mentioned in the Application form.
7. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar.

**\* CANVASSING IN ANY FORM MAY LEAD TO THE CANCELLATION OF THE APPLICATION**

### **HOW TO APPLY**

Eligible candidates are required to send their application form in a sealed envelope super scribed with "APPLICATION FOR THE POST OF PSYCHOLOGICAL COUNSELLOR" as per the attached format along with all the relevant documents on or before **8th August 2025, 5:00-PM** addressing to "The Establishment Office, IIIT Bhubaneswar, Gothapatna, Bhubaneswar - 751003".

Accordingly, all professionally qualified Indian Nationals and eligible candidates are encouraged to apply, and eligible candidates will be called for the interviews as specified above.

**-Sd/-**

**Registrar**

## APPLICATION FORM FOR THE POST OF PSYCHOLOGICAL COUNSELLOR

1. Name of the Post Applied for: .....

2. Full Name of the Candidate: .....

(in Capitals)

Paste your recent  
passport size  
photograph

3. Date of Birth:

Day Month Year

4. Gender: (Write '1' for Male, '2' for Female '3' for Transgender)

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5. Marital Status: .....

6. Father's/Husband's Name: .....

7. Mailing Address (in block letters): .....

..... Pin Code: .....

Tel. No. : ..... Mobile: .....

E-mail ID: .....

8. Nationality: .. :.....

9. Whether Physical Handicapped?: (Write '1' for Yes, '2' for No)

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Category (please tick )

SC ☐

ST ☐

OBC ☐

GENERAL ☐

EWS ☐

11. All Educational/other professional Qualifications/Training Courses etc from 10<sup>th</sup> Standard Board Examination onwards:

Level	Exam passed/ Degree	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialization

12. Brief Professional Experience

Office/Tnstt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year) From To	Total Period (in years) Ye ar s Mon ths Days			Scale of pay	Nature of duties

13. Any other relevant information:

14. Details of enclosures: 1) .....

2)

3)

### **Declaration**

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I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by IIIT Bhubaneswar, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Date:

**Signature of candidate**

Place:

Address:

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