



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.: RO/JA/25/01

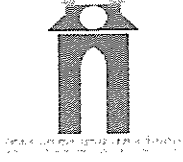
Date: 06.01.2025

RECRUITMENT FOR THE POST OF COUNSELOR (ON CONTRACT) AT IIEST, SHIBPUR

Applications are invited for the post of Counselor (on contract) vide newspaper Advt. No. RO/DE/24/13 dated 18.12.2024. For eligibility criteria, specializations and other details please visit www.iiests.ac.in. Interested and eligible candidates may submit their duly filled in application in the prescribed format, along with all relevant documents in support of qualification and experience to E-mail Id: recruitment.nonfac@iiests.ac.in. **The last date of receipt of applications is extended till January 24, 2025 at 11.59 PM.**

Agupta 6/1/25

Registrar



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভাৰতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

RECRUITMENT FOR THE POST OF COUNSELOR (ON CONTRACT) AT IEST, SHIBPUR

Advt. No.: RO/DE/24/13

Date: 18.12.2024

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Registrar

Copy forwarded for information and necessary action to:

SOFT COPY TO:

1. **Indian Exp Group** - Mr. Shyam Majumder - 9830606625 (iekolexpress@gmail.com , shyam.majumder@gmail.com) – with the request to publish the matter in the “**Indian Express - all India edition**” on **19.12.2024 / at the earliest** and the bill may please be sent to the Registrar, IEST, Shibpur for necessary payment within 15 days of publishing the advertisement. The bill will be as per DAVP rate.
2. Dean (FW) (dean.fw@iiests.ac.in) – With a request to forward the PDF copy of advertisement/NIT details (whichever is applicable) to webmaster@iiests.ac.in for uploading in the Institute Website.
3. Registrar (regis@iiests.ac.in)
4. Joint Registrar (Finance) (dr.finance@iiests.ac.in)
5. Internal Auditor (arssb@iiests.ac.in)
6. Assistant Registrar (S & P) (dcosd@yahoo.co.in , ar.accounts@iiests.ac.in)
7. Institute Website Department (webmaster@iiests.ac.in) – with a request to upload the PDF of Advertisement/NIT details (whichever is applicable) in the Institute Website on the publishing date.


18/12/2024
Assistant Registrar (S & P)



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তি বিদ্যা প্রতিষ্ঠান, শিবপুর
Howrah 711 103, West Bengal, INDIA

No. RO/DE/24/13

Date: 18.12.2024

ADVERTISEMENT

The Indian Institute of Engineering Science and Technology (IEST), Shibpur, invites applications for the engagement of a Counselor, on a purely contractual basis, for one year initially and renewable on a year basis upto maximum 03 years, subject to satisfactory performance to be evaluated by the Competent Authority.

The details regarding eligibility criteria, terms of references, etc., are as follows:

S. No.	Name of the Post	Position	Qualification & Experience
1.	Counselor (On Contract)	01 (One)	<p>M.A./M.Sc. in Psychology/Clinical Psychology and Graduation in Psychology /Clinical Psychology with at least 55% marks from a recognized University/Institute.</p> <p>AND</p> <p><i>Experience:</i> Minimum of 05 years of relevant experience in counseling services, preferably in an educational/counseling center. Requires good oral and written skills and the ability to communicate adequately with diverse students and the employed population.</p> <p><i>Desirable:</i> Ph.D. in the domain of Psychology/Clinical Psychology from a recognized University/Institute.</p>

Age Limit: Below 65 years of age on the last date of submission of the application. Retired Counselor from Govt./PSU/Autonomous Body/Reputed Private Organization is also encouraged to apply.

Remuneration: The Counselors (on contract) will be paid a consolidated monthly remuneration of Rs. 70,000/- per month. No other facility, allowance, etc., shall be admissible. The Institute shall pay salary at the end of each month on the basis of the attendance statement submitted by the PIC Hospital.

Expected services:

- ✓ Counseling of students, faculty, and staff as per demand.
- ✓ Responsibility for framing and offering a credit course on 'Happiness' for students.
- ✓ Organizing workshops/seminars on 'Mental health' issues periodically.
- ✓ Responsibility as assigned by the competent authority from time to time.

General Terms and Conditions:

- The engagement would be purely on a contractual basis for a period of one year

initially and further extendable subject to satisfactory performance, at the sole discretion of this Institute.

- Any claim for absorption at the regular position in the Institute will not be entertained at any point in time.
- The selected applicant shall have to attend the office **five days** a week (**Tuesday to Saturday**) from **10.00 AM to 6.30 PM**. The selected candidate shall be eligible for three (03) national holidays only.
- The applicant will be required to attend duty on Sundays and other Gazetted Holidays or may be asked to extend working hours in case of exigency. No extra remuneration will be admissible for the same.
- The selected candidate, engaged on a contract basis, may continue to draw pension and dearness relief on a pension, if any, during the period of their engagement as Counselors (On contract). This engagement will not be considered as a case of re-employment.
- The applicant should be able to communicate in English, Hindi, and Bengali.
- The applicants will be shortlisted for Personal Interview for selection, as decided by the Institute.
- No TA/DA shall be admissible to the selected applicant for joining the assignment. The selected applicants will not be allowed any foreign travel at the Institute's expense. However, he/she may be allowed TA/DA for travel inside the country in connection with official work assigned to him/her.
- IEST Shibpur will not issue any postal letter(s) regarding this advertisement. All communication will be made through the IEST Shibpur website only. Applicants are requested to check the IEST Shibpur website regularly.
- The Institute may terminate the services of the selected applicant if he/she is unable to achieve the assigned work within the time frame or if the work carried out by him/her is not satisfactory to the Institute.
- The Institute shall also reserve the right to terminate the services of the selected applicant at any time without giving any notice and without assigning any reason.
- The selected applicants willing to relinquish his/her engagement will have to give one month's notice and handover all data/information available with him/her to the competent authority or the person authorized by the competent authority or have to deposit one month's salary in lieu of the notice period.
- Any resultant dispute shall be settled within the jurisdiction of Calcutta High Court.

How to Apply:

Interested and eligible candidates may submit their duly filled in application in the prescribed format, along with all relevant documents in support of qualification and experience to E-mail Id: recruitment.nonfac@iests.ac.in, mentioning the subject line "*Applications for the Post of Counselor (on contract)*".

A single PDF containing proof of all requisite educational qualifications and experience must be included in the application.

Applications received after the closing dates and incomplete applications (incomplete information, without relevant supporting and complete documents) will be summarily rejected.

All details furnished in the application will be treated as final, and no changes will be made later. The applicant will be solely responsible for the entries made in the application form.

Applicants are advised to fill in their correct and active mobile number and e-mail

address in the application form.

Verification of original documents/certificates enclosed with the application form showing the required qualifications and experience will be done at the time of the selection process.

The last date of receipt of applications is January 06, 2025 till 11.59 PM.

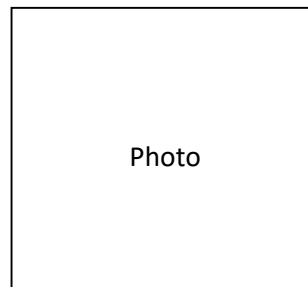
Registrar



Indian Institute of Engineering Science and Technology, Shibpur
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
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Howrah 711 103, West Bengal, INDIA

Application Form for engagement of Counselor (on contract) at IEST Shibpur

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Date of Retirement (if in Govt. service): _____
5. Domicile: _____
6. Nationality: _____
7. Category of the candidate: _____
8. Residential Address: _____
9. Permanent Address: _____
10. E-Mail: _____
11. Mobile No. _____ Res. Tel. No. _____
12. Educational Qualifications:
 - i. All Educational Qualifications starting from highest qualification upto Matriculation to be mentioned.
 - ii. Copy of duly signed certificate and marks-sheet of each qualification is to be enclosed.
 - iii. In case of GPA, please enclose the appropriate GPA conversion table.



Sl. No.	Examination Passed/Degree	School/College/ University	Board/ University	Year	%	Class/ Division
1.						
2.						
3.						
4.						

13. Position held since entry in to service:

Sl. No.	Organization/ Address	Designation	Pay Scale with grade pay (if any)	Period		Nature of Work Performed/Experi ence
				From	To	

**14. Any other specific information, if any, in support of your suitability for the said engagement
(Use separate sheets, if required).**

Declaration:

"I, hereby, declare that all the information I submitted in the application form is correct, true, and valid. I will present the originals of supporting documents as and when required. In the event of failure to do so, my candidature is liable to be rejected."

Signature of the Applicant

Date:

Place: