



पंडित द्वारका प्रसाद मिश्र
भारतीय सूचना प्रौद्योगिकी, अभिकल्पन
एवं विनिर्माण संस्थान जबलपुर
(मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित)

Pt. Dwarka Prasad Mishra
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur
(An Institute Established by MHRD Govt. Of India)

Date: 05.12.2024

Invitation for Expression of Interest (EOI)

Indian Institute of Information Technology, Design and Manufacturing, Jabalpur is an Institute of National Importance established in year 2005 by the Ministry of Education, Government of India. The Institute invites applications from interested and eligible candidates to be hired as consultant in the following field:-

1. Psychology (Counsellor) [Position:01]

This consultant will be hired on part time basis. The remuneration will be decided on the basis of qualification and experience of the applicant.

Scope of Work: - Institute is having around 2600 Students and around 150 regular employees. All students and some employees are residing within the campus. The requisite qualification and experience are as follows:

Essential Qualification and Criteria:

- PG master's degree in clinical psychology from UGC recognized University OR MBBS/BHMS/BAMS with certification/diploma course in psychology counselling/PG course in psychology.
- Preference will be to those who have experience with educational institute for similar job.
- At least Three years' experience in the field is mandatory.

Responsibilities:

- Provide one to one individual counselling sessions
- Conduct group counselling sessions and/or workshops and webinars
- Maintain confidentiality and handle sensitive information with discretion
- Conduct training sessions for student guides
- Create monthly reports for review and analysis

Other Terms and Conditions:

The empanelled counsellor shall be required to visit institute's campus (situated at Dumna Airport Road, Khamaria PO 482005) on two days in a week for two hours each visit, and as when required for specific assignments.

Appointment & Tenure:

The engagement shall be purely on temporary basis for a period of **one year which shall be extendable annually up to three years**. Further extension on yearly basis shall be reviewed at the end of the year on satisfactory performance only.

Schedule of Selection process:

- Date of uploading EOI on IIITDM's website: 06-12-2024 (Tentative)
- Last date of receipt of filled in application: 18-12-2024 (Tentative)
- Names of Shortlisted candidates shall be displayed on IIITDM Website for screening. Candidates are advised to keep in touch with the IIITDM's website. 20-12-2024 (Tentative).
- The interview will be held tentatively in 3rd or 4th week of December 2024 at IIITDM Jabalpur campus. The selection will be based on the credential of the candidate and performance/discussions in the Interview.
- Candidates are required to go through the instructions for interviews displayed on the IIITDM Website and appear for the interview accordingly, along with original copies of testimonials.

Interested candidates may submit their application in the prescribed proforma by 18/12/2024 through email/post/google form. No application/email will be considered after this date.

Link for Google Form:

Email for submission: fic.phc@iiitdmj.ac.in

Address for submission through post: The Registrar,

PDPM – Indian Institute of Information Technology Jabalpur,
Dumna Airport Road Post- Khamaria, Jabalpur (M.P.) 482005.

Director

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING,
JABALPUR

Application Form for Psychology (Counsellor)

A: Personal Details

| | | | | | | | | | |
|-----|--|----------------|---|---------------|---|---|---|---|---|
| 1. | Specialization (Major/Minor) | | | | | | | | |
| 2. | Gender (mark ✓) | Male | | Female | | | | | |
| 3. | Marital Status (mark ✓) | Married | | Single | | | | | |
| 4. | Name in Full Underline Surname | | | | | | | | |
| 5. | Father's Name | | | | | | | | |
| 6. | Address For Correspondences | | | | | | | | |
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| | | | | | | | | | |
| 7. | Permanent Address (if different from above) | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 8. | Email ID | | | | | | | | |
| 9. | Mobile | | | | | | | | |
| 10. | Phone No. | | | | | | | | |
| 11. | Date of Birth | D | D | M | M | Y | Y | Y | Y |
| 12. | Nationality | | | | | | | | |

B: Academic Details:

13. Academic Records

| Degree/ Exam | Degree/Certificate (BSc/MBBS, etc.) | University/ Board/ College | Year | Percentage | Remarks, if any |
|-------------------------|--|-------------------------------|------|------------|-----------------|
| Graduation | | | | | |
| Post- Graduation | | | | | |
| Certification | | | | | |
| Any other additional | | | | | |

| | | |
|-----|--|--|
| 14. | Total Experience in Year(s) Month (s) | |
| 15. | Work Experience, (If any, with government Hospital/Educational Institutes) with proof | |
| 16. | Work Experience, (other than Govt Hospital /Educational Institutes) with proof | |
| 17. | Have you ever been arrested, prosecuted or fined by a court of law? If yes, give details | |

18. Any other relevant information you may like to furnish **(use separate sheet if required)**

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as in the attached sheet(s) are true to the best of my knowledge and belief. I also declare that I have not wilfully suppressed any information. Further if any of the above information found wrong/ incorrect, my candidature will be treated as cancelled at any time. There are enclosures with a total of pages attached along with this form.

Date:

Signature of Applicant

Place:

Name of Applicant

<https://docs.google.com/forms/d/1tccKbotNnzTob46u0heLwCCdT7-RLV8U00OTBdamrM/edit>