



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institution of Ministry of Education, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

ADVT. NO.: 01/2024
(Apply on or before 17.00 Hrs. on January 31, 2024)

Indian Institute of Science Education and Research, Tirupati, is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

The Institute invites applications from Indian nationals possessing excellent academic record and relevant work experience for the following position purely on contractual basis: -

1	Name of the post	Counsellor (on contract)
2	Number of posts	02 (One - Female & One - Open)
3	Consolidated monthly emoluments	INR 63,760/- per month
4	Essential Qualification & Experience	Qualification: Master's Degree (with 50%) in psychology (Clinical or Counselling) or Social Work (Medical & Psychiatric) with practical experience. Experience: 5 years" experience in counselling students with regard to their academic and psychosocial and emotional issues in any reputed academic Institute or a reputed organization
5	Desirable	Experience in counselling young adults living in a residential campus of an academic institution of repute and any other as per Institute requirements.
6	Job requirements	Incumbent is expected to: <ol style="list-style-type: none">1. Counsel the students on different challenges faced by them at regular intervals in matter concerning peer pressure, relationship, academic stress, learning to make decisions, making responsible choices, knowing when to ask help for oneself and for others, family related issues, sexuality, identity, beliefs, time management, substance abuse, physically well-being etc.,2. Conduct regular Q & A sessions in the hostels to help them cope with various issues (either on web-forum or with an individual).3. Act as a referral to the Institute administration or hospital.4. Interact & interface with the mentoring & hostel student administration systems that



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		are in place to develop lines of communication with the student.
7	Tenure	Initially for a period of one year subject to satisfactory performance.
8	Age	Not more than 40 years as on closing date of advertisement.

How to Apply:-

1. Candidates are required to submit the application online only in the link:
<https://iisertirupatint.samarth.edu.in>
2. List of shortlisted candidates for the further selection process will be notified through email only. Therefore, please mention active Mobile Numbers and Email ID in the application form. Candidates are requested to check their email regularly, including spam folder. The Institute will not be responsible for any loss of e-mail sent due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam mail folder or for delay / non-receipt of information, if a candidate fails to access his / her email.
3. Recent passport size photographs and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at an appropriate stage as desired by the Institute.
4. The applicant will be responsible for the authenticity of information / documents and photographs submitted. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance with this advertisement. If it is detected at any time in future, during the process of selection or even after the appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. Appointment is purely temporary and contractual and can be terminated at any time without any notice or compensation.
2. The appointed person shall have no claim of appointment / absorption in IISER Tirupati.
3. The qualification prescribed should have been obtained from recognized Universities / Institutions.
4. Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.



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5. The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview / selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.
6. No TA / DA will be admissible for appearing for the written exam / skill test / interview.
7. Number of posts indicated may increase or decrease as per the Institute requirement.
8. The Institute reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
9. Age should not exceed the limit as on the closing date for receipt of application.
10. IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
11. Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant (if selected) will be relieved within one month of receipt of appointment order along with Vigilance Clearance Certificate. However, online application may be submitted before the last date as an advance copy. Candidates who have not applied through proper channel, they must mandatorily submit NoC at the time of appearing for Written Examination/Interview, failing which the candidate will not be allowed for Written Examination/Interview.
12. A duly constituted Screening Committee will adopt screening criteria for short-listing the candidates. In case of large number of candidates, the Institute, at its discretion, may restrict the number of Candidates to a reasonable limit by any or more of the following methods as decided by a duly constituted Screening Committee:
on the basis of either qualifications or experience higher than the minimum prescribed in the advertisement; or



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on the basis of experience in the relevant field; or
by counting experience before or after the acquisition of essential qualifications.

The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. It is the responsibility of the candidate to check his eligibility before applying.

13. Age, Qualifications and Experience will be reckoned as on the last date of receipt of applications. Legible scanned copies of all certificates must be uploaded with the application.
14. The experience certificate(s) shall clearly mention the starting date, ending date of employment, duration of employment (date, month & year) indicating the pay scale with basic pay and/or consolidated pay for the complete period served in that designation/rank/post.
15. The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).
16. Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which doesnot contain complete information as mentioned in point no. 14 will be summarily rejected
17. Applications submitted with illegible documents will be summarily rejected.
18. Experience Certificate containing all details/designations/ranks held (including present position) must be mandatorily uploaded by the candidate.
19. Hence, applications of candidates who have not uploaded experience certificate shall be rejected and not considered for further process.
20. **In the event of a candidate who had served in multiple positions / designations / ranks in the same organisation, the post wise details of all such posts including starting date, ending date, pay scale with basic pay and/or consolidated pay etc. must be distinctly mentioned in the Experience Certificate. The certificate must contain duration of each post held including the pay level and roles and responsibilities handled in that post. Breakup of all details are to mandatorily provided by the candidate.**



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21. Decision of the Institute in all matter relating to the eligibility of the candidate, screening/ Skill / Written test and selection would be final and binding on all the candidates.
22. In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
23. Application incomplete in any respect will be summarily rejected
24. Selected candidate will have to join duty immediately on receipt of the offer.
25. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
26. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
27. IISER Tirupati shall not be responsible for any error/ omission/ commission/ suppression of any information provided by the applicants knowingly or unknowingly while filling up the application form. In case the applicants get shortlisted/selected on the basis of incorrect forged/fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment or during the tenure of service and appropriate legal action under applicable law shall be initiated against such applicants. IISER Tirupati reserves the right for alteration/ modification/ correction in the notice.
28. In case of any difficulty in submitting online application, applicants can report their issues by email to recruitment@iisertirupati.ac.in

Sd/-

Advt. No.01/2024/IISER-T/Rect./10.01.2024

Registrar (i/c)