

NAVODAYA VIDYALAYA SAMITI
(An autonomous organization of Ministry of Education, Govt. of India)
Regional Office Chandigarh

Engagement of Counsellors on contract basis for the session 2025-26

Navodaya Vidyalaya Samiti intends to engage Counsellors on contract basis in Jawahar Navodaya Vidyalayas residential co-educational schools having classes VI to XII. Online applications are invited from the eligible candidates for contract engagement for the academic session 2025-26. For detailed notification please visit <https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html>

Remuneration -

Monthly consolidated remuneration of Rs. 44,900/-.

Essential Qualification

(a) Educational Qualification -

1. Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution.

and

2. One year Diploma in guidance & counseling from a recognized university or institution.

(b) Experience

At least one year experience in Guidance & Counselling /Counselling in educational institutes of central or State or UT Government / Autonomous Bodies of Central or State Government/ Public Sector Undertaking.

Age:

Above 28 years and below 50 years as 01.05.2025.

Application Fee: Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates are exempted.

Last date for online application-

Online applications may be submitted by visiting the website of NVS Regional Office Chandigarh: -

<https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html> from 17.05.2025 to 27.05.2025.

NVS may reject candidature if it is found that candidate has applied for more than one Regions, even after engagement

Note: Only shortlisted candidates will be called for Personal Talk.

**General Guidelines & Essential Educational Qualification for
engagement of Counsellor (Male/Female) purely on Contract basis
for the Academic Session 2025-26**

A) Eligibility

I. Essential:

(a) Educational Qualification -

1. Master's Degree (M.A/ M.Sc.) in Psychology from a recognized University or Institution.

and

2. One year Diploma in Guidance & Counseling from a recognized university or institution

(b) Experience

At least one year experience in Guidance & Counseling/Counseling in educational institutes of Central or State or UT Government/Autonomous Bodies of Central or State Government/Public Sector Undertaking.

For non JNV experience, Candidate must submit certificate of satisfactory performance and good conduct from previous employer.

(c) Age : Above 28 years and below 50 years as on 1st May 2025

II. Desirable Qualifications:

Certificate courses from recognized institutes in areas like -

- Cognitive behavior therapy skills
- Attention Deficit Hyper Activity Disorder(ADHD)
- Behavioral issues and learning difficulties
- Building emotional intelligence and resilience
- Adolescence Education

B) Remuneration: Monthly consolidated remuneration of Rs.44,900/ -

C) How to Apply :

- Eligible candidates should apply by visiting the Website of Navodaya Vidyalaya Samiti Regional office, Chandigarh by using the given link:

<https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html>

Or

Visit at <http://www.crschooms.in>

- **Application Fee: Non refundable application Fee @ Rs. 500 per candidate will be charged. However, SC/ST and PH candidates will be exempted. Exempted candidate have to submit appropriate certificate.**
- **Eligible candidates may apply from 17.05.2025 to 27.05.2025. NVS may reject candidature if it is found that candidate has applied for more than one Regions, even after engagement if it is found, engagement may be terminated with immediate effect.**
- Before applying, candidates should ensure that they fulfill the eligibility criteria.

D) Contract Engagement process:

- Contract Engagement will be done by the Regional office, Chandigarh of Navodaya Vidyalaya Samiti considering the educational qualification, experience and Personal Talk.
- From all eligible candidates, only short-listed candidates may be called for personal talk. Short listing may be done on the basis of marks awarded for essential, additional, desirable qualifications and experience (out of 70).
- Candidates need to produce original documents at the time of Personal Talk for verification of documents. Documents submitted during application filling will only be accepted for verification.
- Candidates found ineligible during the verification of documents, will not be allowed for Personal Talk.
- List of Shortlisted candidates along with the schedule of the Personal talk will be displayed by NVS, RO, Chandigarh on its website, therefore candidates should visit the website of the Regional office Chandigarh regularly.

E) Weightage for Essential Qualification (Total 70 Marks)

Weight age for Essential Educational Qualification	<p>Total 20 marks as per following —</p> <ol style="list-style-type: none"> 1. Maximum 10 Marks (on pro-rata basis) for — Master's Degree (M.A/M.Sc.) in Psychology from a recognized University or Institution. 2. Maximum 10 Marks (on pro-rata basis) for — One year Diploma in Guidance & Counseling from a recognized University or Institution.
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Weightage for Graduation in relevant subject (Psychology)	10 marks (On pro- rata basis)
Weightage for higher qualification in relevant field (M.Phil/ Ph.D)	10 marks
Weightage for desirable qualification	<p>12 marks (6 marks each for the following courses subject to maximum of 12 marks) Certificate courses from recognized institutes in areas like –</p> <ul style="list-style-type: none"> • Cognitive behaviour therapy skills • Attention Deficit Hyper Activity Disorder (ADHD) • Behavioral issues and learning difficulties • Building emotional intelligence and resilience • Adolescence Education
Weightage for experience	<p>18 marks : (i) 02 marks for each year of relevant experience in educational institutes (other than JNVs) of Central or State or UT Government / Autonomous bodies of Central or State Government/ Public Sector Undertaking. (ii) 04 marks for each year of relevant experience in JNVs - During COVID period, engagement of Counsellor minimum 03 months during the session 2019-20 and 06 months for all other academic sessions will be counted as a year and Weightage may be assigned accordingly. (iii) For non JNV experience, marks for Experience will be awarded on production of work and conduct certificate from the previous employer as per prescribed format (Annexure-C). For JNV Experience - marks of experience will be awarded by Regional Offices based on their records. <u>Candidates not having satisfactory performance and good conduct in previous engagements, should be treated as not eligible.</u></p>
Total	- 70 Marks

F) Personal talk: 30 marks

Likely areas of Personal talk	(i) Subject knowledge (ii) Fluency in Regional language of the state applying for and understanding of the cultural values of the Region may be verified as essential qualification. (iii) Communication skills (English and Hindi) (iv) Proficiency in Computer Application /ICT skills
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- NO TA/ DA will be paid to the candidates for appearing in the Personal Talk.

Online link for instructions for the candidates & to apply for the post of Counsellor (Male/Female):

<http://www.crschooms.in>

or

Visit NVS RO Chandigarh Website:

<https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html>

Annexure- C

For other than Jawahar Navodaya Vidyalayas

(To be issued on the letter head of the School/ Institute)

EXPERIENCE CUM CONDUCT CERTIFICATE

1	Name of the candidate	
2	Gender (Male/ Female)	
3	Father's Name	
4	Postal Address	
5	Post	
6	Nature of engagement (Contract / Part time}	
7	Duration of Engagement (from - to)	
8	Total Duration in each academic session (in completed months)	
9	Job Profile	
10	Conduct (Very Good / Good / Not Good)	
11	The School/ Institute is a (central or State or UT Government /Autonomous Bodies of Central or State Government/ Public Sector Undertaking.)	
12	The School / Institute is (Fully Residential/ Partially Residential/ Day School)	
13	The School / Institute is (Co - educational / Only for Boys'/ Only for Girls)	
14	The School / Institute is up to (Secondary/ Senior Secondary level/ College)	
15	Board of Affiliation	

(Signature of the Issuing Authority)

(Designation of the Issuing Authority)

(Name of the Issuing Authority)

Seal of the School/ Institute

(Experience certificate in this format should be submitted from each previous employer)

Annexure-'D'

Draft Contract for Contractual engagement of Counselor in JNV

This agreement is made on the _____ between Sh./ Smt./Ms. _____ (here in after referred to a Contractee/counselor _____ of the first part referred to as Contractee hereinafter:

AND

Principal, Jawahar Navodaya Vidyalaya _____ (hereinafter, referred to as Principal of the second party) and both of them together referred to as parties.

WHEREAS the Principal has engaged with effect from the _____ (day and date) _____ the contract Counsel to serve the JNV _____ and the said Contractee _____ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

NOW WHEREOF BOTH THE PARTIES AGREE UNDER:

- 1 This contract will be for a period from _____ to _____
The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.
- 2 This contract can be terminated by *either* party by giving one month notice or one month remuneration in lieu of that. For such termination of contract, no reasons would be communicated. In case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.
- 3 The Contractee _____ will devote his/her whole time to the duties assigned by the Vidyalaya and will not engage directly or indirectly in any trade, business or occupation on his own account.
- 4 The Contractee _____ will be entitled for one casual leave per month that will have to be approved by the authority.
- 5 The institutions are co-residential thus the expected conduct of the Contractee requires to be high moral standard.
- 6 The Contractee will receive Rs. 44900/-per month during contract period
- 7 All taxes including TDS will be deducted as per Income Tax Rules and other rules.
- 8 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.
- 9 During autumn break and winter vacation of the school the counselor shall utilize the time to maintain communication with the parents and developing strategies for providing remedial support/assistance to the student.
- 10 The Contractee shall attend the training programs organized for them as, participants and programs organized for teachers as resource persons as and when detailed.

- 11 Counselor shall maintain appropriate record of students in physical form as well as digital form and to transfer the same to the school administration from time to time. On conclusion of the contract the data and information of the students shall be transferred to the new incumbent or Principal or on the directions of the Principal to any other official of the Vidyalaya. The physical and digital form will be kept in the formats to be prescribed by Samiti. The Contractee shall also do such assigned job as will be conveyed by the Samiti including Principal.
- 12 The Contractee shall not reveal any data or information about the counseling services to any person in the Vidyalaya or outside, except for the exceptions as stated above during the time of the service or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may be deemed fit. In such situation, Contract shall be liable to be terminated.
- 13 The Counselor shall ensure confidentiality of the students records/data , the counselor shall be provided a suitable space in the academic block
- 14 The Contractee shall also inter alia discharge the duties and responsibilities in addition to *the* duties that are mentioned herein above. The said Duties and Responsibilities form part of this offer of appointment is attached herewith and as prescribed by the Samiti from time to time.
- 15 The Contractee / counselor will be provided shared accommodation if available.
- 16 The Counselor shall maintain good conduct and moral behaviour, failing which the contract shall be terminated with immediate effect.
- 17 At the time of engagement at the allotted JNV, counselors will have to submit a Medical Certificate of health issued by Civil Surgeon/District Medical Officer/ Medical officer of equivalent status.

PARTIES here to agree to have gone through the details mentioned above and duties and responsibilities attached as the part of this contract.

IN WITNESS WHEREOF, the parties here unto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee

Principal

Witness:

Witness:

DUTIES AND RESPONSIBILITIES OF COUNSELORS IN JNVs

A. COUNSELLING RELATED

1. Preparation of Records

- i. To prepare each student's profile containing socio demographic details, family history, school history, behavioral observations, family health history, developmental history, social/emotional status, personal attitudes.
- ii. Identifying students psychological needs based on students' profile

2. Counseling

- i. To provide group counseling to the children facing developmental or inter-personal issues. (Group Counseling shall be carried out in each class by the counselor, periodically, to establish rapport and to create confidence among the students to approach the counselor, when facing any emotional disturbances). Group Counseling session may be conducted during arrangement periods / supervised study time.
- ii. Arrange face to face interaction, at a time appropriate with the teachers to discuss the issues faced in the class and to understand the way forward or remedial measures to be carried on.
- iii. To provide individual / personal counseling to children at regular intervals
- iv. To assist children to recognize and build on strengths, and to deal with academic pressures felt if any, in consultation with the teachers concerned.
- v. To provide referral services to the needy children in consultation with Principal/ Vice Principle
- vi. To provide consultation to JNV staff and parents regarding the developmental and adjustment needs of students
- vii. The counselor shall interact with the class teachers periodically to understand the class progress and general behavior of each student in the class and appropriately maintain a separate file for each student. Assessment of each student should be carried out in the beginning of the academic year, half yearly and annually, in collaboration with the class teacher.
- viii. To orient the newly admitted children/Migrated children and to assist to adapt to the school system.
- ix. To liaise with experts invited for interaction with the children with a view to support life skills and personality development.
- x. To administer appropriate and standard tools of testing as recommended by NVS to diagnose the learning deficiency of the child concerned and to suggest suitable remedial measures;
- xi. To administer specialized tools/tests, wherever required, for special needs with the consent of Principal.

- xii. To organize Guidance program to meet the personal, social and career goals of children and thereby assist in their course and curricular placement in the JNV and after leaving JNV and to familiarize students with the latest and upcoming career trends;
- xiii. Counselor is required to give students the opportunity to speak and share details comfortably.
- xiv. The terms of engagement shall contain required clauses regarding maintenance of the confidentiality by the counselor with respect to information/ profile of the child.
- xv. Counselors have to attend to the special counseling requirement of CWSN students.
- xvi. Any other duties as may be assigned by the Principal in the JNV in view of requirement of residential school

Contribution to Residential System of NVS

- i. The Counselors shall visit to hostels regularly and pay attention to health, hygiene and general life of the students in the hostel. Observations/suggestions/ action plan for improvement may be communicated to House Master with intimation to Principal. Follow up of the suggestions should be recorded and communicated to the Principal.
- ii. The Counselors should be available in the hostel every day at appropriate hours to observe the students in their natural environment.
- iii. The Counselors in coordination with HM / AHM will supervise Care Taker (MTS) for the proper upkeep and maintenance of the concerned hostel.
- iv. Counselor will coordinate with the HM & AHM for ensuring overall congenial environment of the hostel.
- v. Counselor will monitor participation of students in all day Vidyalaya activities. Non participating students will be counseled for involvement.
- vi. Counselor will develop students understanding —
- vii. Changes during adolescent age and being comfortable with them.
- viii. Establishing and maintaining positive and responsible relationships.
- ix. Understanding and challenging stereotypes and gender sensitization.
- x. Individual Counseling in cases of indiscipline, substance abuse, nagging and bullying etc.
- xi. Recognizing and reporting abuse and violation

SPECIFIC ACTIVITIES OF COUNSELORS IN JNVs

(The activities appear to be duplicate sometimes, however, the content will be varied by the counselor to suit the age group)

1. Welcome of new entrants and getting to know activities -

- i. Pairing of older and the new entrants for planning fun activities.
- ii. Talent expression activities
- iii. Inter-house / intra house activities to socialize.

2. Middle school related guidance activities

- **Class talks on**

- i. Nutrition /physical fitness — eating habits, fitness, sports and games.
- ii. Study habits - time management, smart study skills, examination anxiety, concentration
- iii. Personal habits - becoming responsible, understanding own strengths and challenges, Developing confidence.
- iv. Social habits — collaborating with others, importance of relationship and respect, attention to emotions in self and others.
- v. Career-knowledge of various occupations, work responsibilities, educational opportunities and planning.

- **Small group (having similar problems) work on**

- i. Low achieving students
- ii. Understanding own identity
- iii. Awareness about gender and sexuality
- iv. Addictions of social media and gaming, substance use
- v. And many others as per need.

- **Work at school level**

- i. Career fair
- ii. Organizing library for guidance
- iii. Work for school support staff
- iv. Inviting alumni to share their career journey.

3. SECONDARY SCHOOL

- **Class talks on**

- i. Nutrition / physical fitness — eating habits to avoid acne and get healthy muscular body, fitness, sports and games for mental and physical health.
- ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
- iii. Personal habits — becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
- iv. Social habits - responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
- v. Career — knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.

- **Small group (having similar problems) work on**

- i. Low achieving students
- ii. Understanding own identity

- iii. Awareness about gender and sexuality
- iv. Addictions of social media and gaming, substance use
- v. And many others as per need.

- **Work at school level**

- i. Career fair
- ii. Organizing library for highlighting career information.
- iii. Work for school support staff/community.
- iv. Inviting alumni to share their career journey.

4. SENIOR SECONDARY SCHOOL

- **Interactive sessions/brainstorming**

- i. Nutrition / physical fitness —to avoid aggression on the field, fitness, sports and games for mental and physical health.
- ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
- iii. Personal habits - becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
- iv. Social habits — conflict with authorities, responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
- V. Career — knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.

- **Small group {having similar problems} work on**

- i. Low achieving students
- ii. Understanding own identity - in family and society
- iii. Resisting peer pressure
- iv. Developing inner resources to deal with pressures from outside
- v. Awareness about gender and sexuality
- vi. Addictions of social media and gaming, substance use
- vii. And many others as per need.

- **Work at school level**

- i. To organize Career fair
- ii. To display career information on school bulletin boards.
- iii. Organizing library for highlighting career information.
- iv. Work for school support staff/community.
- v. Inviting alumni to share their career journey.