



Ghani Khan Choudhury Institute of Engineering and Technology
(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)
Narayanpur, Dist: Malda - 732141, West Bengal

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NOTIFICATION

Sub : Engagement of Student Counsellor on purely temporary basis

Applications are invited from Indian nationals with excellent academic record, for the walk-in Interview for the temporary position of student counsellor at Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal. The initial appointment for this post will be for a period of six months subject to extension after six months based on the appraisal and recommendations by the Committee constituted for the purpose/ Competent Authority. The details of the vacancy are as below:

Name of the Post : Student Counsellor (on purely temporary basis)

Educational Qualification and Experience:

Essential:

M.A/M.Sc. (Psychology) with minimum of Two-Year Experience in providing counselling to students at Educational Institutes.

Desirable:

Ph.D. (Psychology, Counselling, Psychiatry, Mental Health) Hindi, Bengali Speaking

Age Limit:

30 years to 55 years

Engagement:

Physical: 3 days per week (8 hours per day as per institute's Time Table)

Virtual : 7 days of the week as per requirement of the students. (Telephone/mobile charges will be reimbursed by the institute)

Consolidated Salary:

Rs.35000/- per month. (No other allowance will be admissible)

Date and Place of Walk-In Interview :

22nd August, 2024, 10 AM Onwards

Chanakya Building , Administrative Block

Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal

How to apply:

The scanned copy of duly filled in application form in the prescribed format along with the Self-Attested photocopies of the certificates/testimonials in a single PDF should be mailed to guestfacultyrecruitment2024@gkci.ac.in. The candidates will attend the Walk –In interview with the hard copy of the application form and attachments with all originals.

Terms and Conditions:

1. The appointment is purely temporary. The initial appointment is for a period of six months subject to extension after six months based on the appraisal and recommendations by the Committee constituted for the purpose/ Competent Authority.
2. Physical presence for all the 3 days is mandatory.

3. He/she should undertake whatever other tasks that may arise in order to contribute to the positive mindset development of the students.
4. They should follow the rules and regulations laid by the Institute administration from time to time.
5. They should adhere to the ethics and etiquettes and should maintain the dignity and decorum of the Institute.
6. Preference will be given to the candidates with prior work experience, in similar institutions.

Selection Criteria: (Certificate Verification and Interview)

General Instructions:

1. The Candidates should go through all the instructions carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying the eligibility conditions.
2. Candidates should carefully fill up all the details required in the application form including age, Education Qualification, details of valid Community / PWD Certificates etc., as no correspondence regarding the change of details will be entertained after submitting the applications. If any of the claim by the candidate is found to be incorrect, it will lead to the rejection of the candidature.
3. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Certificate Verification / Interview.
4. Any experience gained after the minimum qualifying degree will only be taken into consideration.
5. The Institute reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
6. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
7. The number of vacancies indicated in the notification is tentative. The Institute reserves the right not to fill any or all posts advertised and to reject any or all applications without quoting any reason.
8. Candidates must produce original documents at the time of appearing for Certificate Verification / Interview / whenever the same is called for.
9. Applications submitted through incomplete / not on prescribed format / without relevant documents will not be considered.
10. Any dispute with respect to the selection process will be subject to court / tribunal having jurisdiction over Malda, West Bengal.
11. Canvassing in any form/ bringing in any influence, political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
12. The age limit, if any is as on 22.08.2024(as on Walk In Date Interview).
13. Candidates are advised to visit the Institute website, www.gkci.ac.in periodically for updates regarding the recruitment process.

Sd/-
Director, GKCIET



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Application for the Engagement of Student Counsellor

1. Name:
2. Gender:
3. Father's Name/ Husband's name:
4. Date of Birth:

**Affix recent
Passport
Size
Photograph**

5. Community:

UR	OBC	EWS	SC	ST	PwD
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(Make a ✓ in the appropriate box)

6. Marital Status:
7. Address for Communication:
8. Permanent Address:
9. Mobile No:
10. Email –Id:
11. Educational Qualification: (Starting from X Std.)

S. No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

12. Other Qualifications:

a.

b.

c.

d.

e.

13. Details of Experience (Chronological Order – if any)

S. No	Name of the Office / Institute & Designation	Nature of Job	Period of Service	Scale of pay/ Pay Band Applicable/ Consolidated

14. Details of Desirable Experience (with reference to the position applying) if any:

Declaration

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge.

Place:

Date:

Signature of the applicant