

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)  
बी-15, इन्स्टीटुषनल एरिया ,सेक्टर ,62  
नोइड गौतम बुद्ध नगर, उत्तर प्रदेश-  
201309  
दूर भाष-0120 :2405969



**Navodaya Vidyalaya Samiti**  
Ministry of Human Resource Development  
Government of India  
(Department of School Education & Literacy)  
B-15, Institutional Area, Sector-62, Noida,  
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URL: [www.navodaya.gov.in](http://www.navodaya.gov.in), Tele: 0120-2405969

## ENGAGEMENT OF COUNSELORS IN JAWAHAR NAVODAYA VIDYALAYAS ON CONTRACT BASIS

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The Navodaya Vidyalaya Samiti intends to engage Counselors (01 Male and 01 Female per JNV) in each Jawahar Navodaya Vidyalaya :

### a) Aims and Objectives of Counseling / Engagement of counselors in JNVs :

- i) To support holistic development of the students of the schools by empowering them with psycho-social competencies, instilling responsible behavior and inculcating skills for help seeking so as to ensure their preventive, curative and developmental needs and a safe and healthy childhood
- ii) To strive towards the mental well-being of every child in all spheres of life through sustainable interventions at appropriate time, taking into consideration developmental needs of children;
- iii) To assess children's emotional wellbeing and to help them build resources for being resilient and to maintain feeling of equality amongst the children.
- iv) To act as a confidant for students to share their personal good/undesirable experiences, anxieties, worries and tensions and to guide the students to resolve their issues.
- v) To mentor teachers, parents and staff about the emotional requirements of the students.
- vi) To interact with House Masters and associated staff for special needs of children which may cause anxiety or disturbance to children
- vii) To create a safe environment for children free of abuse and maltreatment
- viii) To be a critical player in the implementation of Child Protection Policy and creating awareness about it
- ix) To participate in students welfare committees and Learning support committees
- x) To respond appropriately to children who disclose experiences of abuse (physical, emotional, sexual) and neglect.
- xi) Recommend changes to the counselling programme based on learning experiences on the ground.

**b) Scope of Work / Terms of Reference of the Counselors to be engaged**

1. To provide individual /personal counselling to children at regular intervals
2. To provide group counselling to the children facing developmental or inter-personal issues. (Group Counselling 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)
3. 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.
4. To assist children to recognize and build on strengths, and to deal with academic pressures felt if any, in consultation with the teachers concerned.
5. To provide referral services to the needed children in consultation with Principal/ Vice Principal
6. To provide consultation to JNV staff and parents regarding the developmental and adjustment needs of students.
7. To orient the newly admitted children / Migrated children and to assist to adapt to the school system;
8. 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, at the end of the Academic year, in collaboration with the class teacher.
9. To liaise with experts invited for interaction with the children with a view to support life-skills and personality development.
10. 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;
11. To administer specialized tools/tests, wherever required, for special needs with the consent of stake holders;
12. 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;
13. To maintain the records of observations, guidance, diagnosis etc., confidentially to facilitate further interventions, if any and to submit periodical reports to the Principal. The exclusive file created for each student should be carried forward till the child leaves or completes the education in JNV. Any information shared by the child during counseling will be kept completely confidential. The same may be shared with the parent or any other eligible guardian in consultation with the principal, only if deemed necessary to ensure the child's safety.
14. The Contractee counselor understand that he/she shall not reveal any data or information about the counseling services to any person in the Navodaya Vidyalaya or outside, except for the exceptions as stated above in order to ensure the child's safety or during the time of the service or after conclusion of the contract. Sharing of

information to other person/institution without due process of approval shall be treated as breach of trust and the individual will be liable for legal action as may be deemed fit. Counselor is required to give students the opportunity to speak and share details comfortably.

15. The terms of engagement shall contain required clauses regarding maintenance of the confidentiality by the counselor with respect to information/ profile of the child.
16. Counselors have to attend to the special needs of Divyang students according to their individual requirement.
17. Any other duties as may be assigned by the Principal in the JNV in view of requirement of residential school

**c) Time Frame of the work of the Counselors**

- i) As per the assignment given by NVS
- ii) The counselor will hence need to be available on call even when away from premises on official or personal work.
- iii) Presence in the vidyalaya for 24x7 for 10 months (excluding Summer Vacation) is required. Accommodation and food as available in the vidyalaya.

**d) Quantifiable Goals to be Achieved through Engagement of Counselors**

- i) Reduction in incidents of absence from activities and emotional imbalances among students.
- ii) Prevention of tendencies of self-harming amongst the children .
- iii) Recording improvement in academic performance of specific students who need special support.
- iv) Effective response to cases of child abuse and maltreatment
- v) Taking suitable steps in cases of child sexual abuse, as per relevant rules.
- vi) To ensure prevention of abuse and maltreatment of children by following the reporting protocol as safety and security Policy of Samiti
- vii) Taking suitable steps in adherence to guidelines and protocols defined in the relevant child safety policies.

**e) Qualification and Experience of Counsellors to be Engaged**

**Essential :**

MA (Psychology)/ MSc (Psychology)/ Post Graduate Diploma in clinical psychology/ MA in Clinical Psychology from a recognized university

**OR**

Masters in Child Development/ Social Work with 1 year Post Graduate Diploma in Counseling and Guidance from a recognized institute or University.

### **Desirable Qualifications :**

- i) One year experience in providing counseling.
- ii) Persons with adequate training in psychotherapy, Psychometric assessment and experience of working in residential schools
- iii) Add-on courses / trainings 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 from recognized institutes.
- iv) Knowledge of local language
- v) Basic knowledge of computer operation

### **Age :**

Above 26 years and below 45 years as on 1<sup>st</sup> January of the year of engagement, relaxable as per the Govt. rules and regulations .

### **f) Conditions of Services to be Provided to Counselors**

- i) Since the services of counselors are required continuously, the contract will be for a period of 10 months (excluding summer vacation). However, the term may be extended to five years subject to satisfactory services rendered by the Counsellors.
- ii) 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.
- i) The individual engaged may be provided with accommodation as may be available at site.
- ii) In case the students stay during the vacations the services of the counselors will be used during vacations also.
- iii) During the vacation of the school the counselor shall use the time to maintain communication with the parents and developing strategies for providing remedial support/assistance to the needy children.
- iv) Counselors shall attend the in-service training program organize for them as participants and programs organized for teachers as resource persons as and when detailed.
- v) To 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.
- vi) The individual 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.

- vii) The counselor may 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, at the end of the Academic year, in collaboration with the class teacher.
- viii) The Exclusive file created for each student should be carried forward till the child leaves or completes the course form NVS.
- ix) Any information shared by the child during counseling will be kept completely confidential. The same may be shared with the parent or any other eligible guardian in consultation with the principal, only if deemed necessary to ensure the child's safety.
- x) To ensure confidentiality and give students the opportunity to speak and share details comfortably, the counselor shall be given an appropriate space in the academic block.
- xi) Any other condition imposed by NVS from time to time

**g) Remuneration :** Monthly consolidated remuneration Rs.44,900/-.

**h) Selection process :** Selection will be done by considering the performance in Post Graduation, Graduation , intermediate, other desirable qualification and experience in the relevant field.

Weightage for Essential qualification	- 50 marks ( On pro- rata basis)
Weightage for Graduation	- 20 marks
Weightage for intermediate	- 10 marks
Weightage for desirable qualification	- 10 marks
Weightage for experience	- 10 marks (01 mark for each year experience with maximum of 10 marks)
<b>Total</b>	<b>- 100 marks</b>

**Note – NVS reserves the right to conduct screening test/personal interaction.**

#### **HOW TO APPLY:**

- i. Applications are to be submitted only through online mode by entering in to the portal [www.nvscounselor.in](http://www.nvscounselor.in) or link provided through [www.navodaya.gov.in](http://www.navodaya.gov.in) . For detailed notification, NVS website ([www.navodaya.gov.in](http://www.navodaya.gov.in)) or [www.nvscounselor.in](http://www.nvscounselor.in) may be referred. Last date to apply is **5<sup>th</sup> August 2019**. However, registered candidates may submit the processing fee on or before **7<sup>th</sup> August 2019**.
- ii. Candidates are required to **apply Online** through Navodaya Vidyalaya Samiti's web-site at [www.navodaya.gov.in](http://www.navodaya.gov.in) or [www.nvscounselor.in](http://www.nvscounselor.in) . No other means/mode of application will be accepted.

- iii. Candidates are required to **have a valid personal email ID**. It should be kept active during the currency of this engagement process. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- iv. In case, a candidate does not have a valid personal email ID, he/she should **create his/ her new email ID** before applying Online. All the correspondences will be made only through Email and hence the candidates are requested to regularly check their email. No other means of correspondence will be made by the Samiti.
- v. The online applications should be filled carefully. **Scan and upload your recent photograph, signature at the appropriate places as per instructions** contained in the online application format and submit the same Online. Login Id and password would be generated on successful submission of application and will be displayed on the screen. Candidates are advised to note down their login Id and password for future use.
- vi. The candidates have to pay processing fee of Rs. 700/- online payment gateway after filling of application form through the online portal. No processing fee is required to be paid by candidates belonging to SC/ST/PH categories. Once the processing fee is deposited the same shall not be refunded under any circumstances.
- vii. The candidates shall take a printout of the online application , preserve for their record. It is requested not to forward the hard copy of the application form to Navodaya Vidyalaya Samiti. Copy of the application is to be submitted during document verification at the time of personal talk/document verification along with the attested copies of certificates in support of Age, Qualification, Experience, Caste, Physical disability, as applicable.
- viii. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.
- ix. However, candidates are advised to view Samiti's website and their e-mail from time to time with regard to the call letters and other updates.

**IMPORTANT DATES:-**

Opening of online registration	<b>11<sup>th</sup> July 2019</b>
Closing of online registration	<b>05<sup>th</sup> August 2019</b>
Last date for payment of processing fee, if applicable	<b>07<sup>th</sup> August 2019</b>