



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT136/2025

Job Title

Student Counselor (Scale I)

Job Reference Number

50700563

Application End Date

20.07.2025

Type of Employment

Permanent

No. of Position(s)

2

Application Category(s)

2(UR-2)

IITB Recruiting:

IIT Bombay invites online application from Indian Citizens, having requisite qualification(s) and experience, for two vacancies of the post of Student Counselor (Scale-I).

Essential Qualifications & Experience:

Master's Degree in Psychology / Clinical Psychology / Social Psychology with a minimum of 55% marks or equivalent grade point average with six years of relevant experience.

For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience.

Desirable :

- 1) At least 4 years experience working as a counselor/psychologist in an academic or medical institute.
- 2) At least 3 years of experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Job Profile:

The student counselor will support the mental and physical health and emotional well being of all students. They will provide a high quality counseling service to students experiencing a wide range of social, emotional and health issues. They will participate in and support initiatives aimed at raising mental health awareness and student skill building within the institution. They will be a key to the Institute's commitment to ensure all students reach their academic potential, develop the values and behaviours, the Institute espouses and are best prepared for a fulfilled and successful life. They will significantly contribute to the safeguarding and promotion of the welfare and personal care of all the students.

Pay Details:

Pay Level 10 (56100-177500)

(Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport

Allowance + Dearness allowance on Transport allowance)

Age limit: 40 years (as on the application closing date) with applicable age relaxations.

General information:

I) How to apply:

a) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/career/apply> link. The hard copy/soft copy of the application form submitted online in the application portal is not required to be sent by post/email.

The soft copy of the application/resume sent over e-mail to any Institute Officials will not be considered for the selection process.

b) The application fee is Rs. 500 (Non-Refundable) for General Category candidates. For OBC (NCL) & EWS candidates, the application fee is Rs. 250 (Non-Refundable). The application fee is to be paid online through the application portal before submitting the application. Moreover, no fee is payable by SC, ST, PwDs and Female candidates.

c) Applicants are encouraged to apply and submit the online application on time and not wait until the last date to avoid potential issues like website crashes, high traffic, payment issues, or technical problems leading to non-submission of application.

d) After Completing The Whole Process Of Submission Of Application, Applicants Should Again Login To The Portal To Confirm The Status Of The Application Submitted. Application In Draft Mode Need To Be Submitted To Bring It In "In-Process" Mode. It Should Be Noted That Any Issue, Related To The Submission Of The Application, Reported Beyond 15 Days From The Closing Date Will Not Be Entertained, And The Application Will Not Be Considered.

II) Selection Process :

a) Scrutiny/Screening of applications :Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for further selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. It may not be possible and/ or convenient to conduct the shortlisting process for all eligible applicants, and under such circumstances, the Institute can limit the number of applicants to be called for shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

b) There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview. The final selection will be through interview.

Procedure:

On the basis of the performance of candidates in the written test, a shortlist of maximum 7 candidates, in order of merit will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentage (absolute or normalized basis) for UR is 60. Only such shortlisted candidates will be called for final interview.

III) Terms and Conditions for applying:

a) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University /Institute.

b) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

c) Age relaxation is applicable as per Institute norms.

d) The age limit criterion will be relaxed for applicants working in any department / section / unit / project of the Institute provided they have served the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.

e) Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per the rules.

f) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

g) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

h) Applicants serving in Central / State / Semi-Government Organizations / Autonomous Body / Public Sector Unit / etc., must apply through the proper channel and such applicants will be required to upload NOC/ proof of having placed the request with the existing organisation for issuance of NOC and also produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

IV) Benefits & facilities available upon appointment:

a) Family accommodation will be provided on the Campus as per rules and subject to availability.

b) Children of the staff member are eligible for admission in the Campus School/ Kendriya Vidyalaya as per rules and availability.

c) Institute employees and their dependents are entitled to Medical facilities in the Institute Hospital as per rules.

d) Children Education Allowance as per applicable rate for upto two children.

V) General Information:

a) These are permanent positions of the post as per the Recruitment Rules and Promotion Policy of the Institute .

b) Eligibility of an applicant for the post shall be considered as on the date of closing of the online application interface.

c) The Institute reserves the right not to fill any of the advertised post(s).

d) The appointment of selected applicant is subject to the applicant being found medically fit as per the norms of the Institute.

e) The decision of the Institute in all matters relating to the eligibility of the applicants, Screening / Skill / Written Test / Interview and Selection shall be final and binding on all the applicants.

f) No correspondence / personal inquiries shall be entertained from applicants regarding conduct and result of written test/ skill test/ interview and reasons thereof, for not being called.

g) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of an appointment letter, the Institute reserves the right to modify/withdraw /cancel any communication made to the candidate.

h) The Institute reserves the right to reject the candidature of a candidate at any point of time during the course of recruitment, if found indulging in any of the malpractices. All such candidates are liable to be disqualified from the selection process, in addition to appropriate legal action as may deemed fit by the Institute

i) In case of any dispute/ambiguity in the advertisement or in the selection process, the decision of the Institute shall be final.

j) The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated with immediate effect and legal action may be initiated against such an applicant/employee.

k) No traveling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid to & fro second class railway fare, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/ State Government organization/ Autonomous Body/ Public Sector Units, etc., are not admissible for the same. Payment will be made through bank transfer after processing of the claim.

l) Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by air (tickets to be purchased through M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets. To facilitate online reimbursement of travel expenses, we require duly signed copy of the form available at following the link:

https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details_FORM_0.pdf

Please scan the duly filled-in form with signature and send it to the following e-mail id :

jobs@iitb.ac.in

m) Canvassing in any form shall lead to disqualification.

n) No interim correspondence will be entertained.

o) For any queries related to submission of online application, the applicant may enquire via e-mail on jobs@iitb.ac.in with the application ID, Job Title and Job Ref. No. mentioned in the subject. However, inquiries/queries related to eligibility for the post or for interpretation of the rules will not be entertained.

p) Applicants should provide their correct and active e-mail address in the application for all future correspondences viz. issuance of call letter or any other information, which shall be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/career/apply> Addendum/corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website.

q) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only. The date of closing of online application interface is 20.06.2025.

REGISTRAR

Date: 06.05.2025

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices