

## Tentative Schedule of Interview

S.No.	Post	Tentative Date	Venue
01	Counsellors	16.06.2025 to 17.06.2025	Navodaya Vidyalaya Samiti, Regional Office, Sector-5, Behind HCG Hospital, Near Parishkar College, Shipra Path, Mansarovar, Jaipur
02	Hostel Superintendents	19.06.2025 to 21.06.2025	Navodaya Vidyalaya Samiti, Regional Office, Sector-5, Behind HCG Hospital, Near Parishkar College, Shipra Path, Mansarovar, Jaipur

**Note:**

Individual Interview letter will be sent through e-mail of the candidate.

# NAVODAYA VIDYALAYA SAMITI

## REGIONAL OFFICE, JAIPUR

(An autonomous organization under Ministry of Education)

Govt. of India

### Engagement of Counsellors (Male/Female) purely on contract basis for the session 2025-26

Navodaya Vidyalaya Samiti intends to engage Counsellors (Male/Female) purely on contract basis in Jawahar Navodaya Vidyalaya (Residential co-educational) under Jaipur Region. Online applications are invited from the eligible candidates for contract engagement for the academic session 2025-26. For detailed notification please visit NVS RO JAIPUR WEBSITE i.e. <https://navodaya.gov.in/nvs/ro/Jaipur/en/home> and [www.crschooms.in](http://www.crschooms.in)

#### A. Qualification of Counselors for contract engagement:

- **Essential Qualification:**

- **Education Qualification:**

1. Master's Degree (M.A./M.Sc.) In Psychology from a recognized university or institution.
2. One year Diploma in Guidance & Counselling from a recognized university or institution

- **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 on 01<sup>st</sup> May 2025.

- **Desirable Qualifications:**

- **Certificate courses from recognized institutes in areas like**

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

#### B. Remuneration:

Monthly consolidated remuneration Rs. 44,900/-

#### C. Application Fee:

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

#### D. Last date for submitting online application: 05<sup>th</sup> June 2025

Online applications may be submitted by visiting the website of NVS Regional Office Jaipur i.e.

<https://navodaya.gov.in/nvs/ro/Jaipur/en/home>

and

[www.crschooms.in](http://www.crschooms.in)

(from 20<sup>th</sup> May 2025 to 05<sup>th</sup> June 2025)

#### Important Note:

1. Only shortlisted candidates will be called for Personal Talk.
2. NVS may reject candidates if it is found that candidate has applied for more than one Region, even after engagement.
3. Before applying candidates should ensure that they fulfil the eligibility criteria.

Deputy Commissioner

**E) Contract Engagement process**

- Contract Engagement will be done by the Regional offices 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 and desirable qualification (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 Personal Talk.
- List of Shortlisted candidates along with the schedule of the Personal Talk will be displayed by each regional office on its website, therefore candidates should visit the website of the concerned NVS Regional office regularly.

**Weightage for Essential Qualification (Total 70 Marks)**

Weightage for Essential educational qualification	<b>Total 20 marks as per following -</b> <ol style="list-style-type: none"> <li>1. <b>Maximum 10 Marks (on pro-rata basis) for -</b> Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution.</li> <li>2. <b>Maximum 10 Marks (on pro-rata basis) for -</b> One year Diploma in guidance &amp; counseling from a recognized university or institution</li> </ol>
Weightage for Graduation in relevant subject (Psychology)	<b>- 10 marks ( On pro- rata basis)</b>
<b>Weightage for higher qualification in relevant field (M.Phil/Ph.D)</b>	<b>- 10 marks</b>

Weightage for desirable qualification	<b>12 marks.</b> (6 marks each for the following courses subject to maximum of 12 marks) Certificate courses from recognized institutes in areas like – <ul style="list-style-type: none"> <li>• cognitive behaviour therapy skills</li> <li>• Attention Deficit Hyper Activity Disorder (ADHD)</li> <li>• Behavioural issues and learning difficulties</li> <li>• Building emotional intelligence and resilience</li> <li>• Adolescence Education</li> </ul>
Weightage for experience	- <b>18 marks</b> (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 / 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. For non JNV experience marks of 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>
<b>Total</b>	<b>- 70 Marks</b>

**Personal talk: 30 marks**

Likely areas of Personal Talk -	(i) <b>Subject knowledge</b> (ii) <b>Fluency in Regional language of the state applying for and understanding of the cultural values of the Region will be verified as essential qualification.</b> (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.



## 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 )



**DUTIES AND RESPONSIBILITIES OF COUNSELORS IN JNVs****A.1 COUNSELLING RELATED****1. Preparation of Records**

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

**2. Counselling**

- i. To provide group counselling to the children facing developmental or inter-personal issues. (Group Counselling shall be carried out in each class by the counsellor, periodically, to establish rapport and to create confidence among the students to approach the counsellor, when facing any emotional disturbances). Group Counselling 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 counselling 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 Principal
- 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. Counsellor 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 counsellor with respect to information/ profile of the child.
  - xv. Counsellors have to attend to the special counselling 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

## **A.2 Contribution to Residential System of NVS**

- i. The Counsellors 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 Counsellors should be available in the hostel every day at appropriate hours to observe the students in their natural environment.
- iii. The Counsellors in coordination with HM / AHM will supervise Care Taker (MTS) for the proper upkeep and maintenance of the concerned hostel.
- iv. Counsellor will coordinate with the HM & AHM for ensuring overall congenial environment of the hostel.
- v. Counsellor will monitor participation of students in all day Vidyalaya activities. Non participating students will be counselled for involvement.
- vi. Counsellor 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 Counselling in cases of indiscipline, substance abuse, ragging and bullying etc.
- xi. Recognizing and reporting abuse and violation

## **A.3 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) workon**
  - 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.

