

Position	Student Counsellor	Date:	Tuesday, 22 <sup>nd</sup> March, 2022
Department	Administration	Walk in interview:	Wednesday, 30 <sup>th</sup> March, 2022
<p><b>Roles and Responsibilities:</b> Under the overall guidance and supervision of the Director and the Registrar, the incumbent shall perform the following roles and responsibilities;</p> <ol style="list-style-type: none"> <li>Create and maintain a healthy trusting relationship with the students and encourage them to share their issues and concerns;</li> <li>Listen to the students' concerns and provide with empathy, support and guidance in matters affecting the students in a negative manner;</li> <li>Follow non-biased approach in accepting the concerns of the students;</li> <li>Provide guidance in making the appropriate choices and aid in making decisions;</li> <li>Undertake counselling sessions individually as well as in groups to help students with their academic and social – emotional development;</li> <li>Maintain the records of individual students with optimum confidentiality;</li> <li>Keep the university authority informed and updated of any mishaps or untoward actions;</li> <li>Perform any other duties including administrative duties assigned to achieve the aims and objectives of the University.</li> </ol>		<p><b><u>Essential Criteria:</u></b></p> <ol style="list-style-type: none"> <li>MA / MSC Psychology (Clinical / Counselling Educational / School Specialization);</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>MA / MSC Psychology + PGDP in Guidance and Counselling;</li> <li>Preferably work expertise with at least 2 years post qualification in handling with Children, adolescents and young adults in academic and educational Institutes.</li> </ol> <p><b><u>Highly desirable:</u></b></p> <ol style="list-style-type: none"> <li>Worked with the University/ Institution/ Schools/NGO or any government educational institutes.</li> <li>Excellent communication and interpersonal skills;</li> </ol>	
<p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>This appointment is for 364 days.</li> <li>The Student Counsellor shall visit the University as per the requirements and needs of the University, and will be paid ₹ 1000/- (Per Hour) Fixed.</li> <li>The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification and requirements.</li> <li>The University retains the discretion/ right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.</li> <li>Walk in interview Date: Wednesday, 30<sup>th</sup> March, 2022. <i>Reporting time for walk in interview: 2:00 pm.</i> No candidates will be permitted to take part in the interview after the stipulated time as annotated.</li> <li>Candidates are required to bring three copies of their resume with photograph affixed thereon in all the copies alongwith original copy and one set of photocopy of his/ her academic certificates, experience certificates and other documents, if any.</li> </ul>			
<p><b>Address:</b> The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: <a href="mailto:hr@gnlu.ac.in">hr@gnlu.ac.in</a>, Tele: 079-23276611/12</p>			