

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Ph.: 0751-2409397, Fax: 0751-2664684

Ref. No. Advt. (Cont.)/Estt./2018

Date: 24.08.2018

CONTRACT APPOINTMENT

Applications are invited for the appointment of following contract position on purely temporary basis:-

1. Student Counsellor
2. Assistant Engineer (Civil Engg.)

Candidates are required to submit the application in prescribed proforma available on the Institute website alongwith testimonials on or before 04:00 PM on 07.09.2018 to the office of the Registrar MITS Gwalior. Only shortlisted candidates will be called for interview. Please visit the Institute website www.mitsgwalior.in for application proforma and detailed information.

Director



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

(A Grant-in aid autonomous Institute under RGPV, Bhopal, M.P.)

Ph.: 0751-2409397, Fax: 0751-2664684

Ref. No. Advt. (Cont.)/Estt./2018

Date: 24.08.2018

CONTRACT APPOINTMENT

Applications are invited for the appointment of following contract position on purely temporary basis:-

1. STUDENT COUNSELLOR (Upper Age Limit-45 years)

Consolidated Salary : Salary Negotiable

Minimum Qualifications : Master's Degree with more than 60% marks or a CGPA of 6.5 on a 10 point scale in the field of Psychology (Counselling, Clinical/Behavioral Psychology), Sociology. Candidates with Ph.D./M.Phil. with two years experience will be preferred.

Desirable (a) Have training in counseling technique and/or any therapeutic module

(b) Experience in counseling students of highly competitive residential Institute of higher learning

(c) Administrative experience in managing relevant counselling service set-ups

Job Requirement

- Targeted psychological Counseling of individuals for common conditions such as anxiety, adjustment disorder, depression, addiction etc.
- Counselor should talk to the students on different challenges faced by them at regular intervals (peer pressure, relationship, academic stress, learning to make decisions, making responsible choices, knowing when to ask help for oneself and for others, family related issues, sexuality, identity, beliefs, time management, substance abuse, physically well-being etc.
- Group therapy for certain conditions.
- Conduct regular Q & A sessions in the hostels on different issues or answers questions online (either on web-forum or to an individual).
- Developing and executing appropriate follow up procedure for monitoring progress.
- Maintain updated information on all these issues online.
- Acting as a referral to the administration and hospital.
- Interact and interface with the mentoring and hostel student administration systems that are in place to develop lines of communication with the student. Carry out awareness and outreach events from time to time.
- Training and guiding the team of student volunteers associated with counseling service.
- Performing duties including attending exigencies at all hours.

Date & Time of interview : 22.09.2018 at 11:00 AM

2. Assistant Engineer - Civil Engineering (Upper Age Limit-45 years)

<u>Consolidated Salary</u>	:	Salary Negotiable
<u>Minimum Qualifications</u>	:	B.E./B.Tech./M.E./M.Tech. in Civil Engg. with first class.
<u>Desirable</u>	:	10 years experience in building construction work
<u>Job Requirement</u>	:	Construction and Building Maintenance including Interior work supervision
<u>Date & Time of interview</u>	:	22.09.2018 at 11:00 AM

HOW TO APPLY:

Interested candidates are required to submit the application in prescribed proforma available on Institute website www.mitsgwalior.in alongwith the necessary enclosures to the office of the Registrar on or before **07.09.2018 upto 04:00 PM** in the A 4 size envelope.

CANDIDATES ARE ADVISED TO READ THE FOLLOWING IMPORTANT NOTES/INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM

1. Slip should be pasted on the A 4 size envelope.
2. Candidates who wish to apply for more than one post or more than one department should apply separately for each post in the prescribed manner.
3. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
4. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
5. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph/required fee may be rejected.
6. All qualifications, experience will be considered as on the last date of the submission of application form.
7. The contract services may be terminated at a notice of seven days.

DOCUMENTS/CERTIFICATES REQUIRED AT THE TIME OF INTERVIEW

- i) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheet issued by concerned Educational Board, School leaving certificate indicating date of Birth will be considered.
- ii) Degree/Diploma certificate/mark sheet pertaining to all the academic years as proof of educational qualification claimed.
- iii) Caste certificate of SC/ST/OBC, if applicable in the prescribed performa only from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/town the candidate is ordinarily resident of.
- iv) Research papers/Books published etc. , if any
- v) **No TA/DA will be admissible for attending an interview.**

Important Note:-

- **Candidates are advised to visit the institute website regularly for further information/update.**
- **No Call Letter will be send, check your eligibility for interview on the Institute website.**

(DIRECTOR)



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal, M.P.)

Ph.: 0751-2409397, Fax: 0751-2664684

Application Form for (Contract Basis)

Advt. (Cont.)/Estt./2018

Personal Details

(To be filled by the candidate in block letters with their own handwriting)

Affix
Self-attested
Photograph

Post Applied for : Department :

Name : Date of Birth :

Gender : Category :

Father's Name : Marital Status :

Phone : Mobile No. :

Address :

Pin code : Email :

Academic Record

Examination Passed	Subject/Branch	Institute/University	Year	% or CGPA
Bachelor's Degree.....				
Master's Degree.....				
Ph.D				
Other Qualification				

Work/Research Profile, if Applicable

