

Position	Student Counsellor	Date:	Tuesday, 22 nd March, 2022
Department	Administration	Walk in interview:	Wednesday, 30 th March, 2022
<p>Roles and Responsibilities: 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"> Create and maintain a healthy trusting relationship with the students and encourage them to share their issues and concerns; Listen to the students' concerns and provide with empathy, support and guidance in matters affecting the students in a negative manner; Follow non-biased approach in accepting the concerns of the students; Provide guidance in making the appropriate choices and aid in making decisions; Undertake counselling sessions individually as well as in groups to help students with their academic and social – emotional development; Maintain the records of individual students with optimum confidentiality; Keep the university authority informed and updated of any mishaps or untoward actions; Perform any other duties including administrative duties assigned to achieve the aims and objectives of the University. 		<p><u>Essential Criteria:</u></p> <ol style="list-style-type: none"> MA / MSC Psychology (Clinical / Counselling Educational / School Specialization); <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> MA / MSC Psychology + PGDP in Guidance and Counselling; Preferably work expertise with at least 2 years post qualification in handling with Children, adolescents and young adults in academic and educational Institutes. <p><u>Highly desirable:</u></p> <ol style="list-style-type: none"> Worked with the University/ Institution/ Schools/NGO or any government educational institutes. Excellent communication and interpersonal skills; 	
<p>Important Notes:</p> <ul style="list-style-type: none"> This appointment is for 364 days. The Student Counsellor shall visit the University as per the requirements and needs of the University, and will be paid ₹ 1000/- (Per Hour) Fixed. 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. The University retains the discretion/ right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency. Walk in interview Date: Wednesday, 30th 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. 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. 			
<p>Address: The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat (INDIA); Email: hr@gnlu.ac.in, Tele: 079-23276611/12</p>			