

**EdCIL (India) Limited**  
**7<sup>th</sup> Floor, 14 Ambadeep, Kasturba Gandhi Marg**  
**New Delhi-110001**

EdCIL invites On-line Applications from eligible candidates for the following positions purely on Contractual basis across various districts in Andhra Pradesh

S. No.	Post Name	Location	No of Vacancies
1	Career and Mental Health Counsellors	26 Districts	255
2	PMU Members/Coordinators	Vijayawada	2

The complete details of Eligibility criteria, remuneration, qualification, age, job description etc. are available on <https://www.edcilindia.co.in/TCareers>

Online application form (In English Only) is available from: 19<sup>th</sup> November 2024  
The last date of receipt of online application form is: 3<sup>rd</sup> December 2024

## EdCIL (India) Ltd.

(A Mini Ratna Category-I CPSE, Government of India) (ISO 9001:2015 & 14001:2015 Certified Company)

Registered Office: 7<sup>th</sup> Floor, Ambadeep Building, 14 Kasturba Gandhi Marg New  
Delhi-110001

Advt. No. 01/2024 | TSG\_ Career & Mental health Counsellors

Date: 19<sup>th</sup> November 2024

**Advertisement for engagement of Career and Mental Health counsellors and PMU Members/Coordinators, purely on Contractual basis.**

S. No.	Post Name and Consolidated Remuneration / Month	No. of Positions/ Upper Age Limit	Minimum Qualification	Experience	Broad Job Description
1.	<b>Career and Mental Health Counsellors</b>  {Rs. 30,000}	Total 255 nos. Counsellors across 26 Districts in Andhra Pradesh  (Age: 35 Years)	<b>Qualification:</b> M.Sc. in Psychology/MA in Psychology/Bachelor's in Psychology (Compulsory)  Diploma in Career guidance and counselling (Desirable)	<b>Experience:</b> Minimum 5 Years of counselling experience in relevant filed.	<ul style="list-style-type: none"><li>• Conduct one-on-one counseling sessions with students to discuss career aspirations, academic interests, and personal strengths</li><li>• Engage with parents and teachers to provide information on career counseling services and encourage their involvement in the career planning process.</li><li>• Work closely with teachers, administrators, and community organizations to ensure a holistic approach to student career development etc.</li><li>• Provide one-on-one counseling sessions for students dealing with anxiety, depression, stress, and other mental health challenges</li><li>• Coordinate with the principal and parents to identify slums, bastis, and rural areas for visits to observe the local conditions and environment</li><li>• Conduct workshops and seminars on mental health awareness, coping strategies, and emotional regulation for students and staff etc.</li></ul>

2	<p align="center"><b>PMU Members/ Coordinators</b></p> <p align="center"><b>{Rs. 50,000}</b></p>	<p align="center">Total 2 nos. at Vijayawada</p> <p align="center">(Upper Age Limit: 45 Years)</p>	<p><b>Qualification:</b> M.Sc./M.Phil. in Psychiatric Social Work/ Master's in Guidance and Counselling.</p>	<p><b>Experience:</b></p> <p>Relevant experience in field of Psychiatric social work or counselling.</p>	<ul style="list-style-type: none"> <li>• Regularly assess the performance and effectiveness of career and mental health counsellors through site visits, interviews, and feedback collection</li> <li>• Gather and analyze data on counseling sessions, student feedback, and program effectiveness to evaluate the impact of counseling services.</li> <li>• Maintain accurate monthly records of monitoring activities and supervise monthly payroll activities, counselor performance, attendance/punctuality and student feedback etc.</li> </ul>
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**Note: Proficiency in Telugu Language is Mandatory**

❖ **GENERAL INSTRUCTIONS:**

1. **Only online applications will be accepted. Candidates applying for more than one post should submit separate application(s) for each post.**
2. Only Indian Nationals are eligible for applying.
3. **The workplace will be across 26 districts of Andhra Pradesh, as approved by the SPD Samagra Shiksha (Department of School Education, Andhra Pradesh)**
4. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part, without assigning any reason or giving notice.
5. The advertisement/engagement will not vest any right to claim by the candidate for regular engagement or permanent absorption in the organization or for continued contractual engagement.
6. The prescribed experience shall be considered up to 30<sup>th</sup> September 2024. Further the prescribed Qualifications shall be from Govt. recognized institutions only.
7. Candidate should have strong oral & written communication skills with excellent working knowledge of computer (MS Word, MS Excel & Power Point etc.) and presentation skills.
8. The selection process will be based on academic/ professional qualifications, experience and may also include test of writing skills & interview (on prescribed date & time) as may be decided by the competent authority.

9. There will also be a waiting list prepared for counselors so that if selected candidate does not join or any consequential vacancy arises, suitable candidates based on experience and qualifications from the waiting list will be given opportunity to join.
10. Documents to prove Qualifications, Experience, Age, etc. have to be produced in original when called for test of writing skills and / or Interview.
11. Age limit: not more than as indicated against each post as on 30<sup>st</sup> September, 2024
12. The candidate must be uploaded their documents (Education, Experience, photograph, Resume etc.) only in pdf form. In complete application shall be disqualified/rejected.
13. The advertisement number and online application number may be noted for future reference.
14. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
15. Interview letters and correspondence intimations connected with this recruitment will be sent **only to the shortlisted candidates** by e-mail as provided in their on-line application forms. Applicants should ensure that the e-mail id given in their respectively online application is maintained in an active mode.
16. Merely fulfilling the eligibility criteria does not entitle candidate to be called for Test of writing skills/PPT / Interview etc.
17. **The engagement of Career and Mental Health Counsellors shall be purely on a contractual basis, initially valid upto April 30, 2025. This contract may be renewed for an additional academic period of 10 months, from July 2025 to April 2026. Extensions of the contract will be contingent upon the needs of the Samagra Shiksha (Andhra Pradesh), as well as the performance of the individual counsellors/PMU Members/Coordinators.**
18. **The last date of receipt of online Application is 3<sup>rd</sup> December 2024.**
19. No fees are required to be paid for application for the aforesaid posts.
20. Application Link: [https://docs.google.com/forms/d/e/1FAIpQLSd4OkPgHR\\_vLxd6n8RCXRd-Ef5\\_y5Tpiu4ff8fSd28Y795RLw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd4OkPgHR_vLxd6n8RCXRd-Ef5_y5Tpiu4ff8fSd28Y795RLw/viewform?usp=sf_link)
21. For any query, candidates may write/ contact us on email id: [tsgrecruitment9@gmail.com](mailto:tsgrecruitment9@gmail.com)

**\*\*EdCIL reserves the right to cancel/withdraw/postpone this recruitment notice\*\***