



**National Institute of Food Technology Entrepreneurship and Management,
Kundli**

INSTITUTE OF NATIONAL IMPORTANCE VIDE GAZETTE OF INDIA CG-DL-E-30072021-228614
An Autonomous Institution under Ministry of Food Processing Industries, Government of India,
Plot No. 97, Sector-56, HSIIDC, Industrial Estate, Kundli-131028, Sonapat, Haryana
Website: www.niftem.ac.in, Phone: 0130-2281020/1085

Advertisement No.: N/StW/SW/2018/61

Dated:01.02.2023

VACANCY NOTICE

Engagement of Counsellor Purely on Contractual Basis

NIFTEM-K invites applications from qualified candidates for engagement of **Counsellor purely on Contractual Basis**. Interested Candidates may apply in **prescribed Application Form** as given in **Annexure - I** which may be downloaded from the NIFTEM KUNDLI web-site <http://www.niftem.ac.in>. The details on fixed remuneration, the period of engagement, minimum & other qualifications required are provided below. Candidates are advised to carefully go through the employment notice before applying the post. The application should be submitted **online/offline** at recruitmentniftem@gmail.com or at below mentioned address clearly super scribing **Application for the Post of Counsellor addressed to, The Registrar, National Institute of Food Technology Entrepreneurship & Management-Kundli Plot No. 97, Sector-56, HSIIDC Industrial Estate, Kundli, Sonipat, Haryana-131028 before 06th March, 2023 (till 5:00pm)**

**ENGAGEMENT OF COUNSELLOR
PURELY ON CONTRACTUAL BASIS**

Sl. No.	Name of Position	Consolidated Remuneration per month	Essential Qualification	Desirable	Nature of Appointment	Minimum Days of working in a month
1	Counsellor 1 (UR)	Rs. 30,000.00	Full time Masters Degree in Psychology or M.Phil in Clinical Psychology, Counselling Psychology or MSW (Full time) with Clinical & Psychiatry / Medical Counselling/Mental Health as specialisation subject and minimum 3 years counselling experience	Preferably Women Age 25-55 years	On Contractual Basis	21

PERIOD OF ENGAGEMENT:

Duration of engagement of Contractual Staff shall be for **6 (six) months** initially, and may be extended further, on the basis of performance review and as decided by the Institute, after a mandatory break in service with 2 days break.

Such Staff shall have no claim of permanency at any stage against the regular post (s) which he/she is engaged on Contractual basis.

TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure - I** may be downloaded from the NIFTEM Kundli website, www.niftem.ac.in in A-4 size paper.
2. The prescribed application fee is **Rs. 500 (Rs. 200 for SC/ST/EWS applicant on submission of supporting Certificate)**.
- (a) The prescribed fee shall be remitted through **Online Payment only** to the under mentioned Account Details:
**National Institute of Food Technology Entrepreneurship and Management
Institute's Bank Name:-SBI, NIFTEM Campus, Kundli
BANK CBS ACCOUNT No.:-31992122677
IFSC Code:-SBIN0015479**

The transaction details shall be mentioned/attached in the application form (Annexure - II). Payment through physical instruments - Demand Draft/Cheque/Cash etc. will not be accepted.

- (b) Persons with Disabilities (PwDs) and Women applicants are fully exempted from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.
3. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity, as laid down in the advertisement.
4. The prescribed qualification and experience are the minimum eligibility criteria and mere possession of the same does not entitle candidates to be called for Interview.
5. Applications should be supported by relevant documents (self-attested) in all respects. Claims of Educational Qualifications should be supported by Marksheets (mandatory) and Certificates. Applications not supported by relevant documents shall be summarily rejected.
6. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date shall not be considered. Canvassing directly or indirectly at any stages of the engagement processes will lead to disqualification.
7. Candidate must attain 25 (TWENTY FIVE) years of age. The crucial date for reckoning possession of the educational qualification, other qualification and possession of experiences is the last date of submission of application **i.e 06th**

March, 2023.

8. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
9. Candidates are requested to provide their active e-mail address/Mobile phone number/Telephone number in the application form for easy contact. Any change in the correspondence address, mobile/telephone number and email address shall be communicated to NIFTEM Kundli, in writing.
10. The Institute shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of engagement. In case of fake documents, clandestine antecedents or suppression of information, engagement in the Institute may be terminated at any time.
11. Applicants awarded with degrees by Foreign Institutions/Universities are required to submit Equivalence Certificate issued by Association of Indian Universities, New Delhi. The Institution reserves the right to enquire Equivalence Certificate for various degrees from any of the applicant.
12. NIFTEM Kundli reserves the right to cancel the Advertisement, in respect of any of the Non-Teaching Call positions without assigning any reasons thereof. NIFTEM Kundli reserves the right to fill or not to fill the Non-Teaching on Call positions advertised without assigning any reasons thereof.
13. Legal disputes, if any, will be restricted within the jurisdiction of Hon'ble Punjab & Haryana High Court, Panchkula only.
14. The Govt. of India is striving for gender balance in Government jobs. **Women Candidates fulfilling the eligible criteria are encouraged to apply.**
15. Any Addendum/Corrigendum to the advertisement will be notified only in the Institute's website (www.niftem.ac.in). Hence candidates are advised to visit the Institute's website regularly.
16. The candidate is responsible for the correctness and authenticity of the information provided in the Application. If it is found, at a later date, that any information given in the Application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated at any time.
17. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of Engagement

Order/Offer Letter, the NIFTEM Kundli reserves the right to modify/withdraw/cancel any communication made to the candidate.

18. Grammatical errors/Spelling mistakes, if any, may be avoided.
19. **No TA/DA will be paid for attending the presentation/interview.**
20. The last date of receipt of complete application through online / offline is **06th March, 2023 (till 5:00pm)**
21. Decisions taken by the NIFTEM Kundli in any matter of engagement process shall be final.
22. **Interview for the shortlisted candidate(s) shall be held offline/physical.** The applicants are advised to visit the Institute's website (www.niftem.ac.in) regularly. The list of short listed candidate(s) will be displayed on the Institute's website. No correspondence whatsoever will be entertained from candidate(s) regarding reason for not being called for Interview/ Outcome of Interview.
23. The complete application – (i) Application Form (Annexure – II), (ii) Supporting documents may be submitted **online / offline** to the **Registrar, NIFTEM Kundli, Sonipat, Haryana – 131028** in the email address recruitmentniftem@gmail.com on or before **06th March, 2023**. Applications shall be submitted by super-scribing the post applied for

Sd/-(Dr. J.S. Rana)
Registrar
NIFTEM,Kundli