

ADVERTISEMENT

For

**ENGAGEMENT OF COUNSELLORS
ON CONTRACTUAL BASIS
FOR
MODEL CAREER CENTRE**



**Directorate of Employment
Niyojan Bhawan, Kharvela Nagar,
Sriya Square, Bhubaneswar- 751001
Odisha**

1 **Introduction:**

The Directorate General of Employment (DGE), Ministry of Labour and Employment (MoLE) is implementing National Career Service (NCS) which aims to provide a variety of employment related services. It has a vision to develop Career Centres as a real exchange platform for job seekers and providers. Career Centres will connect local youth and other job-seekers with all possible job opportunities in a transparent and effective manner through the use of technology as well as through counselling and training. While the state-of-the-art technology driven National Career Service Portal will, in a sustained manner, provide information about available job opportunities and resources for Career Centres to function effectively, the Career Centres would be the pivotal outreach and counseling interface of the National Career Service for teeming millions of aspiring youth from rural, semi urban areas as well as from disadvantaged sections of the society.

These Centres would be staffed by motivated and competent personnel, enabled with necessary tools and infrastructure for:

- a. Effectively and continuously assessing demand of skills in labour markets, local in other States and abroad;
- b. Guiding youth visiting the Centres or by outreach to schools/colleges, various training institutions, about the training, on-the-job training, job opportunities, etc., according to their aptitude and potential, and
- c. Connecting youth and other job seekers with jobs through portal, job fairs and other possible interface with employees such as campus placements.
- d. Mobilizing employers and other placement agencies to connect to NCS for meeting their HR requirements.

SERVICES TO BE OFFERED THROUGH CAREER CENTRE

Career Centres will be responsible for all activities related to the NCS project and will be linked to the NCS portal services for improved quality of services and outcomes. Activities to be performed by Career Centres can be categorized as follows:-

- a. **Coverage - Catchment Area:** Each Career Centre would cater to a catchment area comprising around 3-4 adjacent districts covering an area of approximately 100 sq. kms to map out the availability of institutions, industry, demographics etc. and post the details on the NCS portal for general access. The catchment area is for the purpose of capturing information on the portal in a comprehensive manner and is not intended to deny access of services to any candidate. The Ministry of Labour & Employment would facilitate Model Career Centres in conducting demand and supply assessment survey.

- b. **Demand side – Industry Interaction:** Career Centres will undertake market sizing
Demand side – Industry Interaction: Career Centres will undertake market sizing exercise to estimate the number of employment opportunities in their area, associated skill requirements, skill training capacity availability etc. This will require close and constant interface with local industry and employers.
- c. **Supply side – Candidate Engagement:** On the supply side, Career Centres will provide counselling services to the job seekers and make them aware of opportunities based on their skills, area of interest and requirement. Career Centres will thus provide a range of employment related services like career counselling, job matching, employment market analytics and other value added services.
- d. **Job and Skill Mapping:** Career Centre will undertake the job skill mapping for identification of right fit job for candidate. The candidates will be assessed through skill assessment and psychometric tests and guided to the right opportunity whether it is for employment, skill training, apprenticeship training, on-the-job-training, finishing course (gap training) etc.
- e. **IEC activities:** Career Centre will through multi-pronged IEC strategy increase awareness amongst the various stakeholders like skill training institutes, assessment bodies, schools and college administration, local community leaders, government departments and public in general about the services available.
- f. **Last Mile Employability courses:** The Ministry is evolving a scheme for offering Last Mile Employability courses for enhancing the employability of youth. These courses will be made available through selected institutions after approval of the scheme and will be rolled out through the Model Career Centres.

Young Professionals/Counsellors for assistance in career services:

The Model Career Centres would be the role model for replication of career related services. For supporting the professional assistance requirement, Director General Employment, Ministry of Labour and Employment has posted Young Professionals for a period of 3 years to these Model Career Centres to facilitate integration and institutionalization of new processes across these Model Career Centres. These professionals will prepare regular reports on success parameters, to be shared with all stakeholders and will identify best practices and plan areas / bottlenecks in Model Career Centre implementation. They will also coordinate outreach activities to schools/colleges and conduct job-fairs including interaction with academia, local industry, manufacturing associations, training providers and other stakeholders.

Each MCC will also have Counsellors who will be responsible for providing career guidance to jobseekers and assist Centre manager / YP in carrying out various outreach and

IEC activities such as job fairs, mobile van tours etc. These counsellors will also undertake the trainings of voluntary counsellor at block/village level. Roles and Responsibilities of Career Counsellor are given below:-

Career Counsellor: A career Counsellor counsels others in finding jobs or vocational courses to help them obtain a job. He holds sessions with students to help them with their career choices.

General Responsibilities of a Career Counsellor are:

- ❖ Direct counselling of students
 - Interact with students, parents, teachers and school
 - Maintain updated student profile
 - Ascertain the students career preferences
 - Conduct skill assessment and aptitude tests
 - Provide information on financial aid
 - Guide students on right career choice through group counselling followed by face to face
- ❖ Counselling of youth/ job seekers
 - Conduct skill assessment and aptitude tests for potential career options
 - Provide information on vocational guidance and career opportunities
 - Provide information on self-employment and entrepreneurial activities include financial assistance
 - Provide information on various schemes for skill development along with training providers
 - Prepare candidates for interviews through mocks and help in CV building
 - Recommend candidates for gap training
 - Match job seeker profile with employment opportunities
 - Follow up activities
- ❖ Outreach services like job fairs, mobile services etc.
 - Interact with industry for promoting job fairs and identifying career opportunities
 - Approach schools and colleges for group counselling and dissemination of career related information
 - Mobilize NGOs and other institutions for collaboration in job fairs and outreach services
- ❖ Counselling of counsellors
 - Establish a network of counsellors – general and specialized
 - Distribution of counselling toolkits to school Counsellors and provide basic training

As it was the responsibility of the State Government to deploy Career Counsellors in the four Model Career sanctioned by the Ministry of Labour & Employment, GoI for the State at District Employment Exchange, **Cuttack, Sambalpur, Dhenkanal and Rourkela**, it has been decided

to engage 8 contractual posts of Counsellors i.e. two for each of these MCCs for operationalization of these MCCs on the following terms and conditions:-

1. 8 counsellors shall be engaged on contractual basis two each for the four MCC for a period of three years with a consolidated remuneration of Rs.30,000/- per month
2. The minimum qualification should be M.A. in Psychology and having knowledge in Basic computer skill. Persons holding a diploma (not less than 1year) in counselling, career guidance shall be given preference.
3. Age: - 21 to 32 years as on 31.3.2017. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category. However, a candidate can only avail one type of age relaxation as per rule.
4. General Eligibility of the candidate: - The candidate must be a citizen of India. The candidate must have passed Odia equivalent to M.E. standard. Be able to read and write and speak Odia. Be of good mental condition and bodily health.
5. Job responsibility of the Career Counsellor shall be as mentioned above and as per the norms laid down under National Career Service guidelines.
6. Once engaged, monthly targets in quantifiable terms which shall be laid out had to be achieved and quarterly review of performance shall be carried by the Centre Manager.
7. Since these posts are scheme based, temporary posts, under no circumstances the persons engaged against these posts shall claim for regularization against regular Govt. Posts. While engaging them, undertaking to this effect shall be obtained.

Selection Modalities

Applications are being invited from eligible and willing candidates through open advertisement for engagement of Counsellors . Applicants shall be required to exercise their options for all the four MCC in order of preference and final posting shall be made based upon their merit -cum- options exercised.

Applicants can download the detailed advertisement from the website i.e. <http://empmissionodisha.gov.in/Exchange/tender.jsp> or the tender section from <http://empmissionodisha.gov.in> or <http://www.Odisha.gov.in> under all Tender section.

Application Fees

All SEBC & UR candidates other than SC/ST and Persons with Disability have to pay a non-refundable application fees / processing fees of Rs.100/- in shape of Bank Draft in the name of D.D.O, Directorate of Employment, Odisha drawn at Bhubaneswar. Applications without fees shall be rejected.

Selection Committee

Selection of eligible candidates shall be made through a transparent process by a Committee specially nominated for the purpose.

Selection Criteria & process

- a. Career weightage -60 marks
- b. Interview weightage-40 marks

Depending upon the number of applications received, the Committee shall decide the ratio of candidates to be shortlisted and called for the interview based upon their academic marks. At the time of Interview, the following traits of a person shall also be taken in to consideration:-

Desired Traits for a Model Career Counsellor

- Good knowledge of counselling techniques
- Helpful nature
- Positive approach
- Good communication skills
- Good interpersonal relationship

The committee shall prepare the merit list and their recommendations will be final.

Engagement Letter

Engagement letter to the successful candidates shall be issued based upon the preference exercised by the candidates for the MCC of their choice vis-à-vis their ranking / merit in the merit-cum- selection list. Successful candidates shall be required to submit an undertaking in the Non-judicial stamp paper of Rs100 in which they will be required to furnish an undertaking not to claim regularization of their service against regular posts at any point of time

Contract Period:

This is purely a contractual job which will be for a period of one year extendable to maximum of two more years based upon the performance assessment to be done on half yearly basis. Hence in no way, this contract shall be construed as a permanent Government Job. The Contract will be for a period of 3 Year. The contract may be extendable based on performance of the Consultant and requirement of the project. The Contract may be terminated by either party by giving a notice period of one month.

Last Date for Submission of Application

Applications in the prescribed format are being invited from eligible and willing candidates and the same complete in all respects with supporting documents / copies of the Educational certificates and Experience certificate if any are to be submitted through Registered / Speed Post or Courier to the Director of Employment, Niyojan Bhawan, Kharvela Nagar, Sriya Square, Bhubaneswar-751001, Odisha on or before **20.9.2017** in the following address. Late application, incomplete application shall be summarily rejected.


Address:-

Directorate of Employment,
Niyojan Bhawan, Kharvela Nagar,
Sriya Square, Bhubaneswar-751001, Odisha

Note:-

The Undersigned reserves the right to cancel any or all the applications at any stage of recruitment process without assigning any reason thereof.

-Sd-
Director of Employment,
Odisha, Bhubaneswar

Annexure-C**Application for the post of Counsellor for Model Career Centre**


Attach Passport Size
Photo

1. Name of Applicant :- _____

2. Father's Name :- _____

3. Age as on 31.03.2017 :- _____ Years _____ Months _____ Days

4. Nationality :- _____

5. Gender :- _____

6. Highest Qualification :- _____

7. Whether passed minimum Seventh class exam. in Odia:- _____ :-

8. Permanent Address :- _____

9. Address for Communication :- _____

10. Telephone No :- _____ Mob No: _____

11. Email Address :- _____

12. Educational Qualification:

Sl. No	Class/UG/PG	Institute	University	% Marks

13. Work Experience:

Sl No.	Name of Organization	Name of Post	No. of Years.	Place of Posting (National/State Level/District Level/Block)	Job Responsibility

14. Details of the Application Fees

Sl No.	Name of Bank & Branch	Bank Draft No. & Date	Application Fees amount

15. Trainings attended on Career Counselling if any

16. Choice of Model Career Centres (To be indicated in the below mentioned Table in order of preference out of the four Model Career Centres being set up i.e. at District Employment Exchange, Cuttack, Dhenkanal, Sambalpur and Rourkela)

Sl No.	Name of the Model Career centre

N.B:- I hereby declare that the information furnished above are true and correct to the best of my knowledge

Date :-

Place :-

Signature of Applicant