

# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari – 845 401, District – East Champaran, Bihar

**Email:** osdadmin@mgcub.ac.in

## Advertisement No.: MGCU/2025/R/NT/04 Dated: 13th August 2025

WALK-IN-INTERVIEW FOR THE POST

**OF**

## STUDENT COUNSELLOR

1. The Mahatma Gandhi Central University is a Central University established by an Act of Parliament which became functional w.e.f. 3rd February 2016. The headquarter of the University is located at Motihari, District – East Champaran, Bihar (INDIA).
2. The University invites applications in the prescribed format **(ANNEXURE - 1)** from eligible candidates for the post of “**Student Counsellor**’ to be appointed **purely on temporary basis** initially for a period of 06 (**Six) months** which may be extended for another period of six months, based on satisfactory performance.
3. **Application Fee:**

**General/OBC/EWS Category : Rs. 1,000/- (Rs. One Thousand) SC/ST/PwD/Women category :** ‘**NIL’** *(Exempted from paying application fee)*

“The requisite application fee should be submitted in the form of **“Demand Draft”** drawn in favour of **“Mahatma Gandhi Central University”** payable at **Motihari** along with application form on the date of interview.

IMPORTANT NOTE: **Candidates desirous of appearing in the Walk-in- Interview are advised to send a scanned copy of their application form through email only on or before 21st August 2025 (05:00 PM) at** **rac@mgcub.ac.in**

1. Interested and eligible candidates may **appear** for **Walk-in-Interview** as per the schedule given below:

## DATE: 22nd August, 2025 (Friday)

## TIME: 10: OO AM

## VENUE: Pt. Rajkumar Shukla Conference Hall

## Chanakya Parisar (Zila School Campus)

## Mahatma Gandhi Central University

## Motihari, District – East Champaran, Bihar

1. ***This Advertisement is issued in supersession of the advertisement of even no. dated 8th August 2025.***

***Minimum Eligibility & Qualification:***

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| --- | --- | --- |
| **1.** | **Name of Post** | **Student Counsellor** |
| 2. | Number of Post | 01 (Preferably female)  |
| 3. | Nature of Post | Purely temporary |
| 4. |  Consolidated Remuneration | ₹ 50,000/- per month (Consolidated) |
| 5. | Age limit for direct recruits | Not exceeding 55 years |
| 6. | Educational and other qualifications required for direct recruits | **Essential Qualifications:** 1. Master’s Degree in Psychology having specialization in Clinical Psychology/Social Psychology.
2. Minimum 1 Year previous work experience in related fields in any educational, social work, or mental health clinics. Practical experience through workshops or volunteering in educational settings preferably.

**Desirable Qualification:** PhD in Psychology/clinical Psychology may be preferred. |
|  | Role and Responsibility | * Offer individualized one-on-one counselling sessions to students.
* Facilitate group counselling sessions addressing common student concerns.
* Organize and deliver workshops and webinars on mental health and well-being.
* Uphold strict confidentiality and manage sensitive information with discretion and professionalism.
* Conduct training programs for student mentors and peer support volunteers.
* Prepare and submit monthly analytical reports for performance review and program evaluation.
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**Note:** *Number of posts advertised may be treated as tentative. The University shall have the right to increase or decrease the number of posts at the time of interview and make appointments accordingly.*

**GENERAL INSTRUCTIONS**

1. Candidates are advised to satisfy themselves that they possess at least the minimum essential qualification as prescribed in the table on page 02 of the advertisement, before appearing for the Interview.
2. **Submission of Application:** The candidates should bring the duly completed application form and two passport size photographs along with original and self-attested copies of certificates/testimonials on the **Date of Walk-in-Interview**. The application form is available on website of the University i.e. [**www.mgcub.ac.in.**](http://www.mgcub.ac.in/) **(*ANNEXURE – 1*)**
3. **Essential Qualification:** The Qualification and Experience for Student Counsellor shall be the same as those prescribed in the table on page 02 of the advertisement.
4. **Allowances:** The ‘**Student Counsellor’** will not be given the benefit of allowances, pension, gratuity and leave etc. as admissible to the regular teaching/non-teaching posts.
5. **Duties and Functions:** The selected candidate(s) will be required to discharge their duties as assigned to them by the University from time to time.
6. **No TA/DA will be paid for attending the interview.** The candidate has to appear in interview at own cost.
7. Persons already in employment (i.e., Central Government/State Government/ Autonomous Bodies/PSUs etc.) must apply “Through Proper Channel” and/or produce ‘No Objection Certificate (NOC)’ from their present employer at the time of interview.
8. The Selection Committee may decide its own method for evaluating the performance of the candidates in Interview.
9. If any declaration or information furnished by you proved to be false or it is found that you have suppressed any material information, you will be liable to removal from service and such further action as University may deem necessary.
10. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.

Suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or providing false or misleading information in the application or tampering with the documents, or providing such information relating to the achievements, caste, education qualifications, experience or domicile, the University shall reserve the right to investigate/inquire into the matter. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated forthwith with immediate effect.

Incomplete application or without relevant supporting enclosures (self-attested copies of degree/certificates/marksheets/experience certificate, etc.) will be out-rightly rejected.

## OSD (Administration)

Mahatma Gandhi Central University

**ANNEXURE - I**



**MAHATMA GANDHI CENTRAL UNIVERSITY**

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## Applied for the post of

**APPLICATION FORM**

1. **Name of the Candidate :**

*Photograph should be pasted here*

1. **Date of Birth :**
2. **Father’s Name :**
3. **Permanent Address :**
4. **Mailing Address :**
5. **Whether belongs to SC/ST/ : OBC/EWS Category**
6. **Telephone No. :**
7. **Mobile No. :**
8. **Email :**
9. **(a) Academic / Professional Qualification:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **University** | **Field/ Specialization** | **Year of Passing** | **Full Marks** | **Marks obtained** | **% of marks** | **Any Other Info.** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **University** | **Field/ Specialization** | **Year of Passing** | **Full Marks** | **Marks obtained** | **% of marks** | **Any Other Info.** |
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* 1. **Details of Experience:**

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| **Details of employment in chronological order. Enclose a separate sheet, if the space below is insufficient.** |
| **Office / Institute / Organisation** | **Post Held** | **From** | **To** | **Nature of Duties** |
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* 1. **Additional Information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.**

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1. **I hereby certify that:**
2. the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.
3. no disciplinary proceedings were pending against me on the date of application.

**Date:**

**Place: Signature of the Candidate**

**Note:** *Self attested documentary proof in support of information furnished at Sl. No. 8 is to be submitted by the candidates along with the application.*