



VACANCY NOTICE

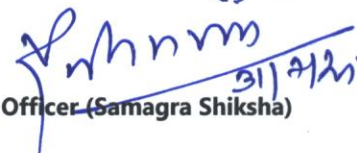
- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications from the eligible candidates in the prescribed format for post of **Counsellor** purely on contract basis.
- Vacancy & Qualification and other details:**

Name of the Post & Vacancy	Qualification	Other Details
Counsellor - 03 [South Andaman – 01, N&M Andaman – 01, Nicobar – 01]	Essential Qualification - Master's degree in Psychology / Clinical Psychology / Social work / Sociology from a recognized University or Institution. - One Year Diploma in guidance & counselling from a recognized university or institution Experience : Minimum one year of experience in Guidance & Counselling/ Counselling in Educational Institutions of Central or State or UT Government/Autonomous Bodies of Central or State Government /Public sector undertaking. Desirable Qualifications Certificate courses from recognized institutes in areas like- - Cognitive behaviour therapy skills - Attention Deficit Hyperactivity Disorder (ADHD) - Behavioural issues and learning difficulties - Building emotional intelligence and resilience - Adolescence Education	Age Limit : Below 40 years Consolidated Pay : ₹ 40,000/- per month Mode of Engagement : Academic Merit and experience

- Issue of Application Form :** The application forms along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>. The application form should be filled in the prescribed form, which can also be obtained free of cost from the Block Project Offices / Zonal Offices viz (BPO South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 05.00 pm from **04-08-2025..**
- Submission of Application Form :** The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be **self attested** and submitted at the designated places i.e. Block Project Offices / Zonal Offices on or before **18-08-2025 by 05.00 pm.**
- Tentative date & schedule for conducting the engagement process :**

S.No.	Description	Date
1	Publishing of Notification	01-08-2025
2	Commencement of Filling up of applications	04-08-2025 onwards
3	Last date for submission of application at the designated centres by the candidates	18-08-2025 5.00 pm
4	Display of list of eligible and ineligible candidates at State Project Office and all Block Project Offices	25-08-2025
5	Last date for submission of claims and Objections	29-08-2025
6	Display of Final Eligible list	04-09-2025

- The candidate will bring the original certificates / testimonials for verification while submitting the application. The candidates will submit only one application form in any one of the designated place. **Submission of more than one application form for the same post from different designated places will lead to cancellation of his / her candidature.**
- The other details such as marking scheme and other criteria are reflected in **Instruction to the Candidates** which is annexed with the **Application Form.**


State Project Officer (Samagra Shiksha)



		C	S			
Block		Post		Serial No.		

APPLICATION FORM

SELF
ATTESTED
RECENT
PHOTOGRAPH

Name of the Post :	Counsellor
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(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME										
2. FATHER'S NAME										
3. DATE OF BIRTH										(IN WORDS)
	D	D	M	M	Y	Y	Y	Y		
4. AGE AS ON 18-08-2025	YEARS		MONTHS		DAYS				5. SEX :	
									MALE	FEMALE
6. ADDRESS	MAILING ADDRESS					PERMANENT ADDRESS				
	PIN CODE					PIN CODE				

7. MOBILE NO.										8. EMAIL:	
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9. Educational & Professional Qualification / Other		Board / University	Max. Mark	Marks obtained	Max marks allowed	Self Marking [4]+[3]x[5]	For Office use only
[1]		[2]	[3]	[4]	[5]	[6]	[7]
a.	Senior Secondary (XII)				10		
b.	Graduation				20		
c.	Post Graduation				35		
d.	One Year Diploma				15		
e.	Experience @ 0.2. per month	No. of months _____			10		
f.	Certificate course(s)				10		
	TOTAL OUT OF 100				100		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be launched against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date: 0 8 2 0 2 5

Place :

Full Signature of Applicant

Candidate should get his/ her application verified by the Committee.

RECEIPT /ACKNOWLEDGMENT

Received application for Counsellor from Mr./ Ms./ Mrs. _____ vide form No _____ with _____ nos. of enclosures.

Date: 0 8 2 0 2 5

Office Seal

Signature of Receiving Officer

ENCLOSURES			
Sl. No	Name of the Enclosures	No. of Enclosures	(for office use only)
1	Birth Certificate / Age Proof Certificate (Xth Pass)		
2	Mark of Senior Secondary (XII)		
3	Pass Certificate – Senior Secondary (XII)		
4	Mark sheets of UG for all semesters / Consolidated		
5	Provisional/ Degree Certificate of UG		
6	Mark sheets of PG for all semesters / Consolidated		
7	Provisional/ Degree Certificate of PG		
8	Diploma Certificate / Marksheet		
9	Certificate course(s)		
10	Experience certificate		
11	Appointment orders in support of experience certificate / payslip		
12	Any other relevant documents, if any		
13			
14			
15			
Total documents submitted in figure			

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 100 marks)	
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Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

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INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications for the following vacancies from the eligible candidates in the prescribed format for the post of **Counsellor** purely on contract basis.
- Vacancy & Qualification details

Vacancy	Essential Qualifications & Experience	Desirable Qualifications
03 [South Andaman – 01, N&M Andaman – 01, Nicobar – 01]	- Master's degree in Psychology / Clinical Psychology / Social work / Sociology from a recognized University or Institution. - One Year Diploma in guidance & counselling from a recognized university or institution Experience : Minimum one year of experience in Guidance & Counselling/ Counselling in Educational Institutions of Central or State or UT Government/Autonomous Bodies of Central or State Government /Public sector undertaking.	Certificate courses from recognized institutes in areas like- - Cognitive behaviour therapy skills - Attention Deficit Hyperactivity Disorder (ADHD) - Behavioural issues and learning difficulties - Building emotional intelligence and resilience - Adolescence Education

- Category** : General
- Age Limit** : Below 40 years
- Consolidated Pay** : Rs. 40,000/- per month
- Mode of Engagement** : Academic Merit and experience
- Tenure** : Contractual basis upto 31st March 2026 (extendable subject to requirement for the Project & performance of the candidate)
- Place of posting** : Any district within the UT.
- Nature of work** :
The School Counsellor shall be responsible for providing support services aimed at promoting the academic, emotional, social, and behavioral well-being of students. The nature of duties includes but is not limited to:
 - Offering academic counseling to assist students in goal-setting, improving study habits, and overcoming learning difficulties.
 - Delivering personal and emotional counseling to students facing stress, anxiety, peer pressure, or behavioral concerns.
 - Conducting career guidance programs, aptitude assessments, and counseling sessions to support informed decision-making regarding future educational and vocational pathways.
 - Promoting mental health awareness and emotional well-being through workshops, group sessions, and individual interventions.
 - Creating a safe and inclusive school environment by addressing issues such as bullying, discrimination, and social conflict.
 - Collaborating with school leadership, teachers, parents, and where necessary, external professionals, to ensure a comprehensive support system for students.
 - Maintaining proper documentation, confidentiality, and adherence to ethical counseling practices.

- Marking Scheme** : To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center

Sr. Sec. (XII)	Graduation	Post Graduation	One yr. Diploma	Experience	Certificate course(s)
10	20	35	15	10	[2 marks per certificate course as prescribed]
					10

- Mark weightage formula** = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
- Weightage of experience** - Experience marks will be calculated as 0.2 (point two) marks per completed month for the service rendered in Guidance & Counselling/ Counselling in Educational Institutions of Central or State or UT Government/Autonomous Bodies of Central or State Government /Public sector undertaking. The experience certificate should accompany appointment order / letter and payslip / bank statement.
- If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
- Experience certificates which are not supported by appointment order / letter and payslip / bank statement shall be rejected.

11. The application should be filled in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 05.00 pm from **04.08.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
12. The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **18.08.2025** by 05.00 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
13. The candidates will submit only one application form in any one of the designated places. Submission of more than one application form for the same post from different designated places will lead to cancellation of his / her candidature.
14. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
15. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
16. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
17. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
18. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **18.08.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
19. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are correct.
20. The selection of candidates for the above post shall be made on the basis of academic weightage and experience to the total of 100.
21. If any information/ certificates /documents furnished by any candidate are found to be false or incorrect or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition, penal action shall also be taken against them as per law.
22. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
23. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
24. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
25. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
26. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
27. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
28. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
29. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
30. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March 2026. (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)