

नवोदय विद्यालय समिति
शिक्षा मंत्रालय
(स्कूल शिक्षा एवं साक्षरता विभाग)
भारत सरकार
बी-१५, संस्थानिक क्षेत्र, सेक्टर-६२
नोएडा - २०१३०७ (उत्तरप्रदेश)
वेबसाइट - www.navodaya.gov.in



Navodaya Vidyalaya Samiti
Ministry of Education
(Dept. of School Education & Literacy)
Government of India
B-15, Institutional Area, Sector-62
Noida - 201307 (Uttar Pradesh)
Website - www.navodaya.gov.in

F.No 10-38/2025/NVS (SA)/ ३७

March 13, 2025

To
The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub: Engagement of Counselors on contract in JNVs for the Academic Session 25-26.

Sir/Madam,

For engagement of Counsellors on contract for the Academic Session 2025-26, following has been decided with the approval of competent authority:-

1. Engagement of all existing Counselors may be terminated w.e.f. 30.04.2025(Regional Office where summer vacation is starting from April 1,2025 may terminate the engagement w.e.f last working day)
2. All the existing counselors may submit an application to the Principal concerned for re-engagement in the session 2025-26.
3. Regional Offices may collect the applications, performance assessment of the Counselors from the JNVs. Supporting documents in respect of low performing counselors may also be collected as evidence.
4. Cluster In-charge AC of Regional Offices will review the performance assessment of all Counselors based on evidences submitted by the Principal and his observation / assessment during visit to the JNVs. Counselors awarded at least 30% marks by Cluster In-charge Assistant Commissioners may be considered for re-engagement on contract for the session 2025-26 in the JNVs of the Regional Office (preferably in the same JNV).
5. Representation of counsellors regarding re-engagement if any should be resolved by the Deputy Commissioner.
6. Counselors willing to change their place of engagement from JNV in one Regional office to a JNV of other Regional Office may apply as a fresh candidate.
7. Regional offices may invite applications in online mode for engagement of counselors on contract for remaining places. The engagement may be done as per guidelines issued vide letter no. 10-38 /2021-NVS (SA) / 5835 dated 9th June, 2022 (**Annexure -I**).
8. Engagement process of Counselors should be initiated and completed at RO level and should not be delegated to JNVs.
9. A platform for inviting applications, verification of application, issue of call letters to candidates for personal talk, preparation of merit list etc. in online mode may be developed at RO level at their own or the help from a service provider can be taken but in latter case provision to be made that platform can be utilized by all Regional Offices as per requirement for engagement of Contractual teachers, Counsellors and other staff as per requirement of JNVs during session 2025-26.

Contd.

[Handwritten signature]
13/03/25

Following timeline to be followed for engagement process for academic session 2025-26 *

a)	Submission of applications to Principals by existing counselors	Up to 30.04.2025
b)	Sending of Assessment report of Counsellor by Principal to RO	Up to 05.05.2025
c)	Assessment of Counselor by Cluster I/C	Up to 10.05.2025
d)	Issue of notification on NVS/RO website for engagement of counselors against remaining vacancies	15.05.2025
e)	Calling of applications (In online mode)	16.05.2025 to 26.05.2025
f)	Communication to the shortlisted candidates, schedule of the personal talk by Regional office.	05.06.2025
g)	Date of personal talk	10.06.2025 onwards (per day personal talk of around 50 candidates per personal talk board)
h)	Preparing the merit list and Communicating the contract engagement panel of counselors to Hqrs.	16.06.2025
i)	Publishing the merit list on RO/Hqrs website	20.06.2025
j)	Publishing existing / new counselors list with place of posting on RO website	23.06.2025
k)	Information to counselor by concerned Principal through mail	25.06.2025
l)	Joining of counselors in JNVs	30.06.2025

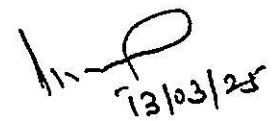
*Regional Office, where summer vacation is starting from April 1, 2025 may modify the cut-off/target date of various activities accordingly.

Other guidelines will remains same as issued for engagement of Counsellors vide letter no. 10-38 /2021-NVS (SA) / 5835 dated 9th June, 2022 (**Annexure -I**), however the cut-off date for eligibility criteria may be the first day of the month in which the notification is issued by RO i.e. 01.05.2025.

This issues with the approval of the competent authority.

Yours faithfully,

Enclosure: 1. Annexure I
2. Revised format for evaluation of performance of counselors


13/03/25

[Vijay Kumar Tyagi]
Assistant Commissioner (SA)

नवोदय विद्यालय समिति

शिक्षा मंत्रालय, भारत सरकार
(स्कूल शिक्षा और साक्षरता विभाग)

ब्लॉक-15, इंस्टीटयुशनल एरिया, सेक्टर-62, नोएडा, गौतम बुद्ध नगर (उ.प्र.)-201309
दूर. 0120-2405969,70,71,72,73, फैक्स : 0120-2405182



70
आज़ादी का
अमृत महोत्सव

Navodaya Vidyalaya Samiti

Ministry of Education, Govt. of India

(Deptt. of School Education & Literacy)

B-15, Institutional Area, Sector-62, NOIDA, Gautam Buddha Nagar (U.P.)-201309

Tel. 0120-2405969,70,71,72,73, Fax: 0120-2405182

वेबसाइट/Website : www.navodaya.gov.in

F.No.10-38/2021-NVS(SA)/ 5835

09 June, 2022

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Sub: Revised guidelines for contract engagement of Counselors in JNVs for the session 2022-23

Madam / Sir,

With reference to this office letter of even number (5823) dated 26th May, 2022 regarding contract engagement of Counselors in JNVs for the session 2022-23, please find revised guidelines as under :-

A) Qualification of Counselors for contract engagement:

Essential Qualifications	
Educational Qualification	1. Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution
	2. One year Diploma in guidance & counselling from a recognized university or institution
Experience	At least one year experience in Guidance & counseling/Counseling in educational institutes of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.
Age	Above 28 years and below 50 years as on 1 st June 2022
Desirable Qualifications:	
Certificate courses from recognized institutes in areas like	<ul style="list-style-type: none">• Cognitive behaviour therapy skills• Attention Deficit Hyper Activity Disorder(ADHD)• Behavioural issues and learning difficulties• Building emotional intelligence and resilience• Adolescence Education

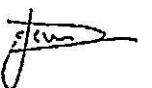
B) Remuneration: Monthly consolidated remuneration Rs.44,900/-

C) Mode of Engagement:

- Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates will be exempted.
- Regional offices should put up notification on engagement of counsellors (Annexure – A) on their websites.
- Application will be called from eligible candidates through online mode for contract engagement.
- Wide publicity should be done through News papers / in State universities / reputed Institutes providing courses in counselling (Annexure – ‘B’).
- Regional offices may conduct personal talk on the lines of engagement of contract teachers.
- From all eligible candidates, only short-listed candidates may be called for personal talk. Short listing may be done on the basis of marks awarded for essential and desirable qualification (out of 70).
- Documents submitted during application filling will only be accepted for verification.
- Number of candidates called for personal talk may be restricted to the ratio 1:3

D) Contract Engagement Process:

- Contract Engagement process may be taken up at Regional level. Contract engagement will be done by considering the educational qualification, experience in the relevant field and marks awarded for personal talk.
- Candidates need to produce original documents at the time of personal talk for verification of documents.
- Candidates found ineligible during the verification of documents will not be called for personal talk.
- List of Shortlisted candidates along with the schedule of the personal talk may be displayed by each regional office on its website.
- Regional offices should ensure that all shortlisted candidates are informed with the schedule of the personal talk in time.
- Contract Engagement panel of counsellors should be made on the combined merit of Educational qualification, experience and marks awarded for Personal talk.
- Counsellors may be engaged on contract in JNVs of their home State in order of their merit in panel.
- No counsellors should be engaged in his/her home district JNV.
- Counsellors will be engaged on contract for one academic session only as per need.



E) **Weightage for Essential Qualification:**

Weightage for Essential educational qualification	Total 20 marks as per following - 1. Maximum 10 Marks (on pro-rata basis) for - Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution. 2. Maximum 10 Marks (on pro-rata basis) for - One year Diploma in guidance & counselling from a recognized university or institution.
Weightage for Graduation in relevant subject (Psychology)	- 10 marks (On pro- rata basis)
Weightage for higher qualification in relevant field (M.Phil/Ph.D)	- 10 marks
Weightage for desirable qualification	12 marks. (6 marks each for the following courses subject to maximum of 12 marks) Certificate courses from recognized institutes in areas like - <ul style="list-style-type: none"> • cognitive behaviour therapy skills • Attention Deficit Hyper Activity Disorder (ADHD) • Behavioural issues and learning difficulties • Building emotional intelligence and resilience • Adolescence Education
Weightage for experience	- 18 marks (02 marks for each year of relevant experience in educational institutes (other than JNVs) of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking / 04 marks for each year of relevant experience in JNVs - During COVID period, engagement of counsellor minimum 03 months during the session 2019-20 and 06 months for all other academic sessions will be counted as a year and Weightage may be assigned accordingly. For non JNV experience marks of Experience will be awarded on production of work and conduct certificate from the previous employer as per prescribed format (Annexure- C) For JNV Experience- marks of experience will be awarded by Regional Offices based on their records. Note - <u>Candidates not having satisfactory performance and good conduct in previous engagements should be treated as not eligible</u>
Total	- 70 Marks

F) Personal talk:

Weightage for Personal talk - 30 marks	<p>(i) Subject knowledge (15 Marks)</p> <p>(ii) Fluency in Regional language of the state applying for and understanding of the cultural values of the Region will be verified as essential qualification. (5 Marks)</p> <p>(iii) Communication skills (English and Hindi) (5 Marks)</p> <p>(iv) Proficiency in Computer Application /ICT skills (5 Marks)</p> <p>• All Regions may conduct personal talks on same day so as candidates may appear only at one Regional Office.</p>
--	---

G) Board for conducting Personal talk:

Regional offices may constitute Personal talk Boards comprising of following members:-

- Deputy Commissioner of the Regional office /Assistant commissioners of Regional Office - Chairman
- Senior Principal of JNV - Member
- One senior expert Counsellor of reputed Govt. autonomous body (NCERT/NIPCCD)/ University/Research Institute (to be selected by DC of the Regional Office) preferably expert in local language and culture - Member
- One representative of NVS (HQrs) - Observer

Regional Office may constitute more than one Board so as to complete the personal talk within 3 days, During personal talk, demo counselling may be incorporated, subjects may be arranged by the personal talk boards.

H) Time Line:

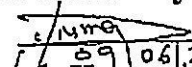
a)	Issue of notification on NVS/ROs website	16 th June 2022
b)	Issue of notification in Newspaper by ROs	16 th June 2022
c)	Calling applications (in online mode)	From 16 th June, 2022 to 25 th June, 2022
d)	Communication to the short-listed candidates schedule of the personal talk by Regional Office	By 30 th June, 2022
e)	Date of Personal talk	07 th July, 2022 & onwards (per day personal talk of around 50 to 60 candidates per personal talk board)
f)	Communicating the contract engagement panel of counselors to HQrs.	15 th July, 2022

The format of work and conduct certificate from previous employers, draft contract, duties & responsibilities are also attached.

It is requested to take appropriate actions so that the contract engagement process of counsellors may be completed as per schedule.

This issues with the approval of the Commissioner, NVS.

Yours faithfully


59/06/2022
(Gireesh Kumar)
Assistant Commissioner(SA)

Enclosures:

- i. Notification (Annexure-A) for publishing on the RO website
- ii. Abridged notification for publishing in news paper (Annexure-B)
- iii. Draft work and Conduct Certificate from previous employer (Annexure-C)
- iv. Draft Contract (Annexure-D)
- v. Duties and Responsibilities (Annexure -E)

**NOTIFICATION
(For Website)****ENGAGEMENT OF COUNSELORS IN JAWAHAR NAVODAYA VIDYALAYAS ON
CONTRACT BASIS**

The Navodaya Vidyalaya Samiti intends to engage Counselors on contract basis in Jawahar Navodaya Vidyalaya for the Academic session 2022-23 as per need:

A) Eligibility**A.1 Essential:****(a) Educational Qualification –**

1. Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution.

and

2. One year Diploma in guidance & counselling from a recognized university or institution

(b) Experience

At least one year experience in Guidance & counseling/Counseling in educational institutes of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.

For non JNV experience, Candidate must submit certificate of satisfactory performance and good conduct from previous employer.

(c) Age :

Above 28 years and below 50 years as on 1st June 2022

B) Desirable Qualifications:

Certificate courses from recognized institutes in areas like –

- cognitive behaviour therapy skills
- Attention Deficit Hyper Activity Disorder(ADHD)
- Behavioural issues and learning difficulties
- Building emotional intelligence and resilience
- Adolescence Education

C) Remuneration: Monthly consolidated remuneration Rs.44,900/-

D) How to Apply :

- Eligible candidates should apply by visiting the Website of any one of the Regional office of Navodaya Vidyalaya Samiti using the given link.

- **Application Fee:** Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates will be exempted. Exempted candidate have to submit appropriate certificate.
- Eligible candidates may apply from 16th June 2022 to 25th June 2022 to any one of the Regional offices as per their choice. NVS may reject candidature if it is found that candidate has applied for more than one Regions, even after engagement if it is found, engagement may be terminated with immediate effect.
- Before applying candidates should ensure that they fulfil the eligibility criteria.

E) Contract Engagement process

- Contract Engagement will be done by the Regional offices of Navodaya Vidyalaya Samiti considering the educational qualification, experience and Personal Talk.
- From all eligible candidates, only short-listed candidates may be called for personal talk. Short listing may be done on the basis of marks awarded for essential and desirable qualification (out of 70).
- Candidates need to produce original documents at the time of Personal Talk for verification of documents. Documents submitted during application filling will only be accepted for verification.
- Candidates found ineligible during the verification of documents will not be Personal Talk.
- List of Shortlisted candidates along with the schedule of the Personal Talk will be displayed by each regional office on its website, therefore candidates should visit the website of the concerned NVS Regional office regularly.
- **Weightage for Essential Qualification (Total 70 Marks)**

Weightage for Essential educational qualification	Total 20 marks as per following – 1. Maximum 10 Marks (on pro-rata basis) for – Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution. 2. Maximum 10 Marks (on pro-rata basis) for - One year Diploma in guidance & counselling from a recognized university or institution.
Weightage for Graduation in relevant subject (Psychology)	- 10 marks (On pro- rata basis)
Weightage for higher qualification in relevant field (M.Phil/Ph.D)	- 10 marks

Weightage for desirable qualification	<p>12 marks. (6 marks each for the following courses subject to maximum of 12 marks)</p> <p>Certificate courses from recognized institutes in areas like -</p> <ul style="list-style-type: none"> • cognitive behaviour therapy skills • Attention Deficit Hyper Activity Disorder (ADHD) • Behavioural issues and learning difficulties • Building emotional intelligence and resilience • Adolescence Education
Weightage for experience	<p>- 18 marks (02 marks for each year of relevant experience in educational institutes (other than JNVs) of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking /</p> <p>04 marks for each year of relevant experience in JNVs - During COVID period, engagement of counsellor minimum 03 months during the session 2019-20 and 06 months for all other academic sessions will be counted as a year and Weightage may be assigned accordingly.</p> <p>For non JNV experience marks of Experience will be awarded on production of work and conduct certificate from the previous employer as per prescribed format (Annexure- C)</p> <p>For JNV Experience- marks of experience will be awarded by Regional Offices based on their records.</p> <p><u>Candidates not having satisfactory performance and good conduct in previous engagements should be treated as not eligible</u></p>
Total	- 70 Marks

Personal talk: 30 marks

Likely areas of Personal Talk -	<p>(i) Subject knowledge</p> <p>(ii) Fluency in Regional language of the state applying for and understanding of the cultural values of the Region will be verified as essential qualification.</p> <p>(iii) Communication skills (English and Hindi)</p> <p>(iv) Proficiency in Computer Application /ICT skills</p>
---------------------------------	---

- NO TA/DA will be paid to the candidates for appearing in the Personal Talk.

Abridged notification for engagement of Counsellors in JNVs – for publishing in news paper –

Size – 02 Column X 08 inches

NAVODAYA VIDYALAYA SAMITI

(An autonomous organisation of Ministry of Education, Govt. of India)

Regional Office -----

Engagement of Counsellors on contract basis for the session 2022-23

Navodaya Vidyalaya Samiti intends to engage Counsellors on contract basis in Jawahar Navodaya Vidyalayas residential co-educational schools having classes VI To XII. Online applications are invited from the eligible candidates for contract engagement for the academic session 2022-23. For detailed notification please visit NVS RO -----website -----

Remuneration -

Monthly consolidated remuneration of Rs. 44,900/-.

Essential Qualification

(a) **Educational Qualification -**

1. Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution.
- and
2. One year Diploma in guidance & counseling from a recognized university or institution

(b) **Experience**

At least one year experience in Guidance & Counselling/Counselling in educational institutes of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.

Age :

Above 28 years and below 50 years as 1st June 2022.

Application Fee: Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates are exempted.

Last date for online application--

Online applications may be submitted by visiting the website of NVS Regional Office--
-----www.----- from 16th June 2022 to 25th June 2022.

NVS may reject candidature if it is found that candidate has applied for more than one Regions, even after engagement

Note: Only shortlisted candidates will be called for Personal Talk.

For other than Jawahar Navodaya Vidyalayas

(To be issued on the letter head of the School/ Institute)

EXPERIENCE CUM CONDUCT CERTIFICATE

1	Name of the candidate	
2	Gender (Male/ Female)	
3	Father's Name	
4	Postal Address	
5	Post	
6	Nature of engagement (Contract / Part time)	
7	Duration of Engagement (from - to)	
8	Total Duration in each academic session (in completed months)	
9	Job Profile	
10	Conduct (Very Good / Good / Not Good)	
11	The School/ Institute is a (central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.)	
12	The School / Institute is (Fully Residential/ Partially Residential/ Day School)	
13	The School / Institute is (Co - educational / Only for Boys'/ Only for Girls')	
14	The School / Institute is up to (Secondary/ Senior Secondary level/ College)	
15	Board of Affiliation	

(Signature of the Issuing Authority)

(Designation of the Issuing Authority)

(Name of the Issuing Authority)

Seal of the School/ Institute

(Experience certificate in this format should be submitted from each previous employer)



Draft Contract for Contractual engagement of Counselor in JNV

This agreement is made on the _____ between Sh./Smt./Ms. _____ (hereinafter referred to a Contractee/counselor _____ of the first part referred to as Contractee hereinafter:

AND

Principal, Jawahar Navodaya Vidyalaya _____ (hereinafter, referred to as Principal of the second party) and both of them together referred to as parties.

WHEREAS the Principal has engaged with effect from the _____(day and date)_____ the contract Counsel to serve the JNV_____ and the said Contractee _____ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

NOW WHEREOF BOTH THE PARTIES AGREE AS UNDER:

- 1 This contract will be for a period from _____ to _____. The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.
- 2 This contract can be terminated by either party by giving one month notice or one month remuneration in lieu of that. For such termination of contract, no reasons would be communicated. In case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.
- 3 The Contractee _____ will devote his/her whole time to the duties assigned by the Vidyalaya and will not engage directly or indirectly in any trade, business or occupation on his own account.
- 4 The Contractee _____ will be entitled for one casual leave per month that will have to be approved by the authority.
- 5 The institutions are co-residential thus the expected conduct of the Contractee requires to be high moral standard.
- 6 The Contractee will receive Rs. 44900/- per month during contract period
- 7 All taxes including TDS will be deducted as per Income Tax Rules and other rules.
- 8 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.
- 9 During autumn break and winter vacation of the school the counselor shall utilise the time to maintain communication with the parents and developing strategies for providing remedial support/assistance to the student.



- 10 The Contractee shall attend the training programs organized for them as participants and programs organized for teachers as resource persons as and when detailed.
- 11 Counselor shall maintain appropriate record of students in physical form as well as digital form and to transfer the same to the school administration from time to time. On conclusion of the contract the data and information of the students shall be transferred to the new incumbent or Principal or on the directions of the Principal to any other official of the Vidyalaya. The physical and digital form will be kept in the formats to be prescribed by Samiti. The Contractee shall also do such assigned job as will be conveyed by the Samiti including Principal.
- 12 The Contractee shall not reveal any data or information about the counseling services to any person in the Vidyalaya or outside, except for the exceptions as stated above during the time of the service or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may be deemed fit. In such situation, Contract shall be liable to be terminated.
- 13 The Counsellor shall ensure confidentiality of the students records/data , the counselor shall be provided a suitable space in the academic block
- 14 The Contractee shall also inter alia discharge the duties and responsibilities in addition to the duties that are mentioned herein above. The said Duties and Responsibilities form part of this offer of appointment is attached herewith and as prescribed by the Samiti from time to time.
- 15 The Contractee/counsellor will be provided shared accommodation if available.
- 16 The Counsellor shall maintain good conduct and moral behaviour, failing which the contract shall be terminated with immediate effect.
- 17 At the time of engagement at the allotted JNV, counsellors will have to submit a Medical Certificate of health issued by Civil Surgeon/ District Medical Officer/ Medical officer of equivalent status.

PARTIES hereto agree to have gone through the details mentioned above and duties and responsibilities attached as the part of this contract.

IN WITNESS WHEREOF, the parties hereunto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee

Principal

Witness:

Witness:



DUTIES AND RESPONSIBILITIES OF COUNSELORS IN JNVs**A.1 COUNSELLING RELATED****1. Preparation of Records**

- i. To prepare each student's profile containing socio demographic details, family history, school history, behavioural observations, family health history, developmental history, social/emotional status, personal attitudes.
- ii. Identifying students psychological needs based on students' profile

2. Counselling

- i. To provide group counselling to the children facing developmental or inter-personal issues. (Group Counselling shall be carried out in each class by the counsellor, periodically, to establish rapport and to create confidence among the students to approach the counsellor, when facing any emotional disturbances). Group Counselling session may be conducted during arrangement periods / supervised study time.
- ii. Arrange face to face interaction, at a time appropriate with the teachers to discuss the issues faced in the class and to understand the way forward or remedial measures to be carried on.
- iii. To provide individual /personal counselling to children at regular intervals
- iv. To assist children to recognize and build on strengths, and to deal with academic pressures felt if any, in consultation with the teachers concerned.
- v. To provide referral services to the needy children in consultation with Principal/ Vice Principal
- vi. To provide consultation to JNV staff and parents regarding the developmental and adjustment needs of students
- vii. The counselor shall interact with the class teachers periodically to understand the class progress and general behavior of each student in the class and appropriately maintain a separate file for each student. Assessment of each student should be carried out in the beginning of the academic year, half yearly and annually, in collaboration with the class teacher.
- viii. To orient the newly admitted children / Migrated children and to assist to adapt to the school system;
- ix. To liaise with experts invited for interaction with the children with a view to support life skills and personality development.
- x. To administer appropriate and standard tools of testing as recommended by NVS to diagnose the learning deficiency of the child concerned and to suggest suitable remedial measures;
- xi. To administer specialized tools/tests, wherever required, for special needs with the consent of Principal.
- xii. To organize Guidance program to meet the personal, social and career goals of children and thereby assist in their course and curricular placement in

the JNV and after leaving JNV and to familiarize students with the latest and upcoming career trends;

- xiii. Counsellor is required to give students the opportunity to speak and share details comfortably.
- xiv. The terms of engagement shall contain required clauses regarding maintenance of the confidentiality by the counsellor with respect to information/ profile of the child.
- xv. Counsellors have to attend to the special counselling requirement of CWSN students.
- xvi. Any other duties as may be assigned by the Principal in the JNV in view of requirement of residential school

A.2 Contribution to Residential System of NVS

- i. The Counsellors shall visit to hostels regularly and pay attention to health, hygiene and general life of the students in the hostel. Observations/suggestions/ action plan for improvement may be communicated to House Master with intimation to Principal. Follow up of the suggestions should be recorded and communicated to the Principal.
- ii. The Counsellors should be available in the hostel every day at appropriate hours to observe the students in their natural environment.
- iii. The Counsellors in coordination with HM / AHM will supervise Care Taker (MTS) for the proper upkeep and maintenance of the concerned hostel.
- iv. Counsellor will coordinate with the HM & AHM for ensuring overall congenial environment of the hostel.
- v. Counsellor will monitor participation of students in all day Vidyalaya activities. Non participating students will be counselled for involvement.
- vi. Counsellor will develop students understanding -
- vii. changes during adolescent age and being comfortable with them.
- viii. Establishing and maintaining positive and responsible relationships.
- ix. Understanding and challenging stereotypes and gender sensitization.
- x. Individual Counselling in cases of indiscipline, substance abuse, ragging and bullying etc.
- xi. Recognizing and reporting abuse and violation

A.3 SPECIFIC ACTIVITIES OF COUNSELORS IN JNVs

(The activities appear to be duplicate sometimes, however, the content will be varied by the counselor to suit the age group)

- 1. Welcome of new entrants and getting to know activities -
 - i. Pairing of older and the new entrants for planning fun activities.
 - ii. Talent expression activities
 - iii. Inter-house / intra house activities to socialize.

2. Middle school related guidance activities

- **Class talks on**
 - i. Nutrition /physical fitness – eating habits, fitness, sports and games.
 - ii. Study habits - time management, smart study skills, examination anxiety, concentration
 - iii. Personal habits – becoming responsible, understanding own strengths and challenges, Developing confidence.
 - iv. Social habits – collaborating with others, importance of relationship and respect, attention to emotions in self and others.
 - v. Career–knowledge of various occupations, work responsibilities, educational opportunities and planning.
- **Small group (having similar problems) work on**
 - i. Low achieving students
 - ii. Understanding own identity
 - iii. Awareness about gender and sexuality
 - iv. Addictions of social media and gaming, substance use
 - v. And many others as per need.
- **Work at school level**
 - i. Career fair
 - ii. Organizing library for guidance
 - iii. Work for school support staff
 - iv. Inviting alumni to share their career journey.

3. SECONDARY SCHOOL

- **Class talks on**
 - i. Nutrition /physical fitness – eating habits to avoid acne and get healthy muscular body, fitness, sports and games for mental and physical health.
 - ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
 - iii. Personal habits – becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
 - iv. Social habits – responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
 - v. Career – knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.
- **Small group (having similar problems) work on**
 - i. Low achieving students
 - ii. Understanding own identity

- iii. Awareness about gender and sexuality
- iv. Addictions of social media and gaming, substance use
- v. And many others as per need.
- **Work at school level**
 - i. Career fair
 - ii. Organizing library for highlighting career information.
 - iii. Work for school support staff/community.
 - iv. Inviting alumni to share their career journey.

4. SENIOR SECONDARY SCHOOL

- **Interactive sessions/brainstorming**
 - i. Nutrition /physical fitness -to avoid aggression on the field, fitness, sports and games for mental and physical health.
 - ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
 - iii. Personal habits - becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
 - iv. Social habits - conflict with authorities, responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
 - v. Career - knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.
- **Small group (having similar problems) work on**
 - i. Low achieving students
 - ii. Understanding own identity - in family and society
 - iii. Resisting peer pressure
 - iv. Developing inner resources to deal with pressures from outside
 - v. Awareness about gender and sexuality
 - vi. Addictions of social media and gaming, substance use
 - vii. And many others as per need.
- **Work at school level**
 - i. To organize Career fair
 - ii. To display career information on school bulletin boards.
 - iii. Organizing library for highlighting career information.
 - iv. Work for school support staff/community.
 - v. Inviting alumni to share their career journey.

NAVODAYA VIDYALAYA SAMITI
PERFORMANCE OF COUNSELLORS ENGAGED ON CONTRACT BASIS IN JNVs (2024-2025)

ASSESSMENT FOR THE PERIOD: FROM	TO
Name of the Counsellor	
Gender (Male/Female)	
Name of JNV (Mention the District and State)	

Part A

Self Appraisal

(To be filled by the counselor)

S.NO.	Activities	Total Number	% age of students, of those available in the school campus	Frequency Per Week
1	Group counselling			
2	Individual Counseling of Students			
3	Interaction with Parents			
4	Students reflected the positive outcomes after counseling support			
5	Reporting to the Principal about critical cases			

Name of the counselor

Sign of the counselor

Date-

Place-

Part B

(To be filled by the JNV/NVS officials)

(JNV officials should award the credit based on the documentary evidences submitted by the counselor)

Performance of the Counsellors is to be assessed on 05 point scale as given below

Description of scale	Point
Outstanding	5
Above the required standard	4
Just meets the required standard	3
Average	2
Below the standard	1

Please indicate the point against every criteria in the box provided

		Assessment By		
		Principal	Cluster A.C.	Remarks
GENERAL				
A				
1	Counselor has been able to adjust in JNV environment			
2	Inter personal relation with students, Teachers and other staff.			
3	Involvement in general affairs(activities) of school			
PROFESSIONAL				
4	Creation of therapeutic environment that is safe, supportive, respectful and caring and dining along with students			
5	Timely support to wellbeingness issues including examination stress, family issues, peer pressures etc			
6	Maintenance of records for individual/group sessions and interactions with students			
7	Ability to screen for common well being problems and risk behaviours including anxiety, depression, aggression, non-participation or substance abuse			
8	Conduct of adequate number of group counseling sessions and its effectiveness			
9	Conduct of adequate number of individual counseling sessions and its effectiveness			
10	Conduct of adequate number of instructions with parents and its effectiveness			
TOTAL				

Note: If Vice Principal/ any Teacher is acting as Principal In-charge, Principal In-Charge will fill the columns under Principal.