



वैकुण्ठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान
VAIKUNTH MEHTA NATIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT
राष्ट्रीय सहकारी प्रशिक्षण परिषद का एक राष्ट्रीय संस्थान,
A National Institute of the National Council for Cooperative Training,
सहकारिता मंत्रालय, भारत सरकार
Ministry of Cooperation, Government of India
Savitribai Phule Pune University Road, Pune – 411 007, Maharashtra, India
PHONE : +91-20-25701000 /25528974,
Website : www.vamnicom.gov.in, E-mail : recruitment@vamnicom.ac.in

NOTIFICATION FOR ENGAGEMENT OF PART-TIME MENTAL HEALTH COUNSELLOR

Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune invites applications from **qualified, experienced and suitable professionals** for engagement as **Part-Time Mental Health Counsellor** on a consultancy basis for providing mental health, counselling and psychological support services to the students, trainees, faculty and staff of the Institute.

The engagement is intended to provide accessible professional support for mental health and emotional well-being, early identification of mental health concerns, counselling, guidance and, wherever required, referral for specialised psychiatric/medical intervention.

1. DETAILS OF THE ENGAGEMENT

Particulars	Details
Name of Engagement	Part-Time Mental Health Counsellor
No. of Engagements	01
Nature of Engagement	Part-Time / Consultancy Basis
Place of Engagement	VAMNICOM, Pune
Frequency of Visit	Approximately thrice a week
Duration of Each Visit	Approximately 4 hours per visit
Remuneration	₹50,000/- (Rupees Fifty Thousand only) per month on consolidated basis
Tenure	Initially for one year, extendable further based on requirement and satisfactory performance

Note: Based on the Institute's requirements, the Institute reserves the right to select the most suitable candidate from among the applications received for the position of Mental Health Counsellor.

2. ELIGIBILITY AND QUALIFICATIONS

Particulars	MENTAL HEALTH COUNSELLOR
Essential Qualification	• Master's Degree in Psychology / Counselling Psychology / Clinical Psychology / Applied Psychology / Mental Health Counselling or an equivalent qualification from a recognised University/ Institution. OR • A recognised Post Graduate Diploma in Counselling / Mental Health Counselling / Guidance and Counselling or an allied field, along with relevant professional experience.
Desirable Qualification / Skills	• Relevant professional certification/training in counselling or mental health services. • Good communication, interpersonal and listening skills. • Ability to handle mental health concerns sensitively and professionally. • Knowledge of mental well-being, stress management and crisis identification.
Experience	Preferably minimum 2 years of relevant professional experience in counselling, mental health services, student counselling, employee assistance programmes or similar services. Professional Experience in a professional college/ Degree programmes, educational institutions, government organisations, corporate/workplace settings, professional institutions or other reputed organisations.
Age	Not exceeding 55 years

3. DUTIES AND RESPONSIBILITIES – MENTAL HEALTH COUNSELLOR

The selected Mental Health Counsellor shall be required to:

1. Provide **individual and confidential counselling** to students, trainees, faculty and staff of VAMNICOM.
2. Provide counselling and emotional support in matters relating to stress, anxiety, academic pressure, workplace concerns, interpersonal relationships, adjustment difficulties and other emotional/psychological concerns.
3. Assist individuals in developing appropriate coping mechanisms and strategies for managing stress and emotional difficulties.
4. Conduct preliminary assessment of counselling needs and provide appropriate counselling interventions within the scope of professional competence.
5. Provide guidance on emotional well-being, work-life balance, interpersonal relationships and healthy coping strategies.
6. Conduct mental health awareness, sensitization and wellness programmes/workshops as and when required.

7. Identify cases requiring specialised psychiatric/medical or other professional intervention and make appropriate referrals.
8. Coordinate with the designated authority of the Institute for effective implementation of counselling services, while maintaining confidentiality.
9. Maintain appropriate professional records of counselling activities without compromising the privacy of beneficiaries.
10. Provide general/anonymous periodic feedback to the Institute regarding the counselling programme and emerging areas of concern.
11. Undertake such other counselling-related activities as may be assigned by the Institute.

4. WORKING ARRANGEMENT

1. The selected professional shall ordinarily visit VAMNICOM **thrice a week for approximately four hours per visit.**
2. The specific days and timings shall be decided by the Institute in consultation with the selected professional.
3. The Institute may modify the schedule, frequency and duration of visits depending upon the requirement of students, trainees, faculty and staff.
4. Counselling/consultation shall be provided in a suitable and confidential space made available by the Institute.
5. Additional awareness programmes/workshops may be organised as and when required without any additional cost, subject to mutual agreement and the terms approved by the Institute.

5. CONSOLIDATED REMUNERATION

1. The selected professional shall be paid **₹50,000/- (Rupees Fifty Thousand only) per month on a consolidated basis.**
2. The consolidated remuneration shall be payable for the agreed part-time consultancy services, subject to satisfactory performance and fulfillment of the prescribed terms and conditions.
3. No separate payment towards conveyance, accommodation, medical facilities, leave, bonus, pension or any other allowance/benefit shall be admissible.
4. Applicable taxes/statutory deductions, if any, shall be made from the remuneration as per the prevailing rules.
5. No additional remuneration shall be payable for routine duties covered under the engagement unless specifically approved by the Competent Authority.

6. CONFIDENTIALITY AND PROFESSIONAL ETHICS

1. The selected professional shall maintain **strict confidentiality** regarding counselling/psychiatric consultations, personal information, medical information and records of all beneficiaries.
2. Information shall not be disclosed to any person or authority except with the consent of the concerned individual, where legally permissible, or where disclosure is required under applicable law or necessary to address an immediate risk to the individual or others.

3. The professional shall maintain appropriate professional boundaries and comply with applicable professional and ethical standards.
4. The selected professional shall not use the name, logo, records or information of VAMNICOM or its beneficiaries for any personal, commercial, academic, research or publicity purpose without prior written permission of the Institute.

7. TERMS AND CONDITIONS

1. The engagement shall be **purely part-time and on consultancy basis** and shall not be construed as regular employment in VAMNICOM.
2. The engagement shall initially be for a period of **one year** and may be extended further based on the requirement of the Institute and satisfactory performance.
3. The engagement shall not confer any right upon the selected professional for regular appointment, absorption, continuation or any other service benefit in VAMNICOM.
4. The selected professional shall be responsible for maintaining all applicable professional registration, certification and statutory requirements relevant to the services provided.
5. The Institute shall have the right to review the engagement periodically based on the quality, effectiveness and requirement of the services.
6. Either party may terminate the engagement by giving **30 days' written notice**.
7. The Institute may terminate the engagement without notice in cases of professional misconduct, breach of confidentiality, misrepresentation of qualifications/experience, unsatisfactory performance or violation of the terms and conditions.
8. The Institute reserves the right to alter the number of visits, timings and scope of services depending upon its requirements.
9. Mere fulfillment of the eligibility criteria shall not confer any right on a candidate for selection or engagement.
10. The Institute reserves the right to shortlist candidates based on qualifications, experience, professional credentials and suitability and may conduct an interview/personal interaction.
11. The Institute reserves the right to accept or reject any application or cancel the engagement process, in whole or in part, without assigning any reason.
12. The decision of the Institute regarding selection and engagement shall be final and binding.
13. The selected professional shall be required to enter into a **formal consultancy/engagement agreement** with VAMNICOM before commencement of services.
14. Any other terms and conditions considered necessary by the Institute may be incorporated in the consultancy/engagement agreement.

8. APPLICATION PROCEDURE

Interested and eligible candidates may submit their **detailed CV/Application** along with self-attested copies of the following documents:

1. Proof of date of birth/age.
2. Educational qualification certificates and mark sheets.

3. Professional registration/certification, wherever applicable.
4. Experience certificates.
5. Details of present/past employment or professional assignments.
6. Recent passport-size photograph.
7. Identity proof.
8. Contact details, including mobile number and email ID.
9. Any other document supporting the candidate's suitability for the engagement.

The application should clearly mention “APPLICATION FOR PART-TIME MENTAL HEALTH COUNSELLOR” in the subject line via email to recruitment@vamnicom.ac.in. All supporting certificates and documents will be required to be produced at the time of the interview. Interested candidates should submit the self-attested copies of supporting documents on or before 17/09/2026 at 18.00 hrs.

11. GENERAL INSTRUCTIONS

1. Only shortlisted candidates will be contacted for interview/personal interaction.
2. No TA/DA shall be payable for attending the interview/personal interaction.
3. Candidates should ensure that all information furnished in the application is correct and complete.
4. Suppression or misrepresentation of any material information may result in cancellation of candidature or termination of engagement.
5. Applications received after the prescribed last date or without the requisite documents may not be considered.
6. VAMNICOM reserves the right to accept or reject any application without assigning any reason.
7. The Institute may verify the educational qualifications, experience, professional registration and other credentials of the selected candidate before finalisation of the engagement.
8. The selected professional shall be required to submit original documents for verification, whenever required.
9. The Institute may, at its discretion, conduct separate interaction/interview for candidates applying for the Mental Health Counsellor and Psychiatrist roles.
10. The Institute reserves the right to amend or modify any of the terms and conditions of the engagement in the interest of the Institute.

Sd/-
Registrar
VAMNICOM, Pune