

APPLICATION FORM FOR COUNSELLOR

(Fill in Your Own Hand Writing & Capital Letter)

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passport size
photo here.

Name of Post:-**COUNSELLOR**

GENERAL INFORMATION:-

Full Name		Surname - Name - Fathers Name	
Address	Present		
	Permanent		
Male/Female		Email Id	
Contact No.	1. 2.		
Date Of Birth	DD/MM/YY	Marital Status	

Academic Information:-

Qualification	Year Of Passing	Subject Offered	School/college Name	University	%tage	Class
SSC						
HSC						
Graduate						
Post Graduate		Psychology/ Clinical Psychology				
Diploma		Guidance & Counseling				
Any Other						

- The Candidate should have Studied Local language of the state concerned up to the level of class VIII.
- Attach a copy of the certificates as per the qualification filled in the table above with the application form.
- Attach Copy of School Leaving Certificate



NESTS/H-1/124/NESTS-Guidelines/2025-26

Dated: 26/08/2025

The Nodal Officers,
State EMRS Societies,
All States / UTs

Subject: Guidelines and Fixing of Remuneration for Engagement of Counsellors and Female Staff Nurses in EMRSs on Outsource Basis.

Sir/Madam,

I am directed to convey the approval of the competent authority regarding the fixation of remuneration and guidelines for the engagement of Counsellors and Female Staff Nurses in Eklavya Model Residential Schools (EMRSs) on outsource basis.

2. NESTS has been receiving multiple requests from States for approval of remuneration for hiring outsourced Counsellors and Female Staff Nurses in EMRSs. After careful consideration, it has been decided that the eligibility and consolidated remuneration for outsourced staff shall be as under:

A) Qualification:

Counsellor	Female Staff Nurse
1. Masters' Degree in Psychology / Clinical Psychology from a recognized University. 2. One year Diploma in guidance & counselling from a recognized university or institution. 3. The candidate should have studied local language of the state concerned up to the level of Class VIII.	1. B.Sc. (Hons.) in Nursing from a recognized University / Institute. OR Regular course in B.Sc. Nursing from a recognized University / Institute. OR Post Basic B.Sc. Nursing from a recognized University / Institute. 2. Registered as a Nurse or Nurse Mid-wife (RN or RM) with any State Nursing Council. 3. Two and Half years' experience in minimum 50 bedded Hospital after acquiring (1) above.

B) Remuneration:

Name of Post	Consolidated Remuneration (per month)
Counsellor	₹35,400/-
Female Staff Nurse	₹29,200/-

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3. The engagement of Counsellors and Female Staff Nurses shall be made as per the following terms and conditions:

- i. Counsellor and Female Staff Nurse may be engaged on outsource by following due procedures laid down in GFR Rules.
- ii. If the Counsellor and Female Staff Nurse could not be arranged by the State Society, the State Societies may authorize the Principal to arrange the said staff by following due procedures for engagement.
- iii. The candidates must fulfil the eligibility criteria notified by NESTS.
- iv. The engaged outsourced staff shall provide full time services in EMRSs and shall not engage in any other assignment with any other organization.
- v. As far as possible, the engaged outsourced Counsellor and Female Staff Nurse shall be accommodated in the campus itself in the interest of the students as per priority of allotment of accommodation conveyed by NESTS vide its letter No. NESTS/EMRS/stateissues/100/2021-22 dated 09/10/2024 (Circular No. #60).
- vi. The outsourced Counsellor and Female Staff Nurse may be engaged for the Academic Year 2025-26 or till the posting of regular staff by NESTS during the Academic Year 2025-26, whichever is earlier.
- vii. On any account, outsourced staff will not be considered for regularization. The outsource staff should be engaged, only if they commit not to seek regularizations of service on this account. The engaged outsourced staff shall sign an undertaking that:

“The engagement is purely on outsource basis, and the engaged staff shall not claim any right to regularization of their service on account of this engagement.”

4. The remuneration to the outsourced Counsellor and Female Staff Nurse may be met from the Head of Salaries, as both the posts are sanctioned by DoE for each EMRS.

5. The duties to be performed by the Counsellor (Annexure A) and Female Staff Nurse (Annexure B) are annexed. The candidate who may be selected on outsource basis have to agree for the duties and responsibilities.

6. You are, therefore, requested to kindly take necessary action for the engagement of Counsellors and Female Staff Nurses in EMRSs on outsource as per the qualification, remuneration, terms & conditions mentioned above.

This issues with the approval of the competent authority.

Encl.: As above.

Yours faithfully,

-sd-

(Bipin Chandra Raturi)
Joint Commissioner

Copy to:

1. PS to Commissioner, NESTS.
2. The Principal Secretary/Secretary, State Tribal Welfare Departments.
3. Principal of all EMRSs.
4. NESTS Website

DUTIES AND RESPONSIBILITIES OF COUNSELORS IN EMRSs

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 interpersonal 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 EMRS staff and students' parents regarding the developmental and adjustment needs of students.
- vii. The counsellor shall interact with the class teachers periodically to understand the class progress and general behaviour 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 students and to assist to adapt to the school system.
- ix. To liaise with experts invited for interaction with the children with a view support life skills and personality development.
- x. To administer appropriate and standard tools of testing as recommended by NESTS 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 EMRS and after leaving EMRS 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 EMRS in view of requirement of residential school.

A.2 CONTRIBUTION TO RESIDENTIAL SYSTEM OF EMRS

- i. The Counsellor 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 Hostel Wardens (HW) with intimation to Principal. Follow up of the suggestions should be recorded and communicated to the Principal.
- ii. The Counsellor should be available in the hostel every day at appropriate hours to observe the students in their natural environment.
- iii. The Counsellor in coordination with Hostel Warden will supervise the proper upkeep and maintenance of the concerned hostel.
- iv. Counsellor will coordinate with the Hostel Warden for ensuring overall congenial environment of the hostel.
- v. Counsellor will monitor participation of students in all day school 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 EMRSs

(The activities appear to be duplicate sometimes; however, the content will be varied by the counsellor 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 and guidance.
- 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 LEVEL CLASSES

- **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 behaviour 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 LEVEL CLASSES

- **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 behaviour 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.

Duties to be performed by Female Staff Nurse

1. Staff Nurse shall be incharge of first aid and sick room of the EMRS and shall look after its maintenance.
2. She will assist the Medical Officer during his/her visit to the Vidyalaya and carry out instructions given by him/her with regard to the treatment of the patients, if any.
3. She will maintain a record of all the children who report sick and the treatment given to them, if any. Additionally, she shall oversee the health records of girl students including menstrual cycle.
4. In the event of a child requiring specialized medical treatment, the Staff Nurse shall immediately inform the Principal and House Master. She shall accompany sick students to hospital.
5. Staff Nurse shall keep a record of medicine purchased and administered to the children/employees of the EMRS. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by her which should be counter-signed by the Principal at least once in a fortnight.
6. Staff Nurse shall also visit the school mess daily to guide the mess staff to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.
7. She shall be the ex-officio member of the Mess Committee of the school.
8. Arranging health checkup of students on rotation basis regularly.
9. To take care of cleanliness in the entire EMRS premises.
10. She shall maintain a regular clinic (medical inspection room) with necessary first aid.
11. Visit dormitories every day and submit a report about cleanliness and hygienic condition of dormitories including washroom areas to the Principal.
12. Testing food all the times before serving to students.
13. Arranging at least two beds in Medical Inspection Room. Recommending special food to sick students on need basis, if required.
14. She shall carry out any other duty assigned by the Principal.