



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA**

Deemed to be University (de-novo) under the
Ministry of Education, Govt. of India
Block – FC, Sector – III, Salt Lake City, Kolkata – 700106
Website: <http://www.nitttrkol.ac.in>

**EMPANELMENT OF VISITING PSYCHIATRIST/PSYCHOLOGICAL
COUNSELLOR AT NITTTR, KOLKATA**

Advt. No. 14/2024-25

Publishing Date: 19/12/2024

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata invites Expression of Interest (EoI) to form a panel of Visiting Psychiatrist / Psychological Counsellor for consultation and treatment of student / employee and their dependent family members of NITTTR, Kolkata for the period of one year. For details, please visit Institute's website, i.e, www.nitttrkol.ac.in. The last date of receipt of applications at NITTTR, Kolkata is 08/01/2025.

Sd/-
Director
NITTTR, Kolkata

Advt. No. 14/2024-25

Request for Expression of Interest (EoI)

for

**Empanelment of Visiting Psychiatrist /
Psychological Counsellor at NITTTR, Kolkata**



**National Institute of Technical Teachers' Training and Research, Kolkata
Sector-III, Salt Lake, Kolkata-700106, West Bengal**

Table of contents

INDEX

Description	Page Nos.
About the Institute	2
Scope of work	2
General Guidelines	2
Eligibility Criteria	3
Essential Qualification and experience	3
Desirable Qualification and experience	3
Consolidated honorarium	3
Leaves	3
Period of Contract	3
General Information and Instruction to applicants	3-4
Mode of Disputes Resolution	4
Annexure-1	5

ABOUT THE INSTITUTE

National Institute of Technical Teachers' Training & Research, Kolkata has been declared as Deemed to be University (under De novo category) by the Government of India in the year 2024 (hereinafter referred to as NITTTR, Kolkata). NITTTR, Kolkata was established in 1965 as the Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Department of Education, Govt. of India as a fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City, Kolkata-700106.

The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata also awarding degrees of various M.Tech and Ph.D programmes. The Institute has also established two extension centres at Guwahati (in 1999) and at Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively.

NITTTR, Kolkata invites expression of interest to form a panel of Visiting Psychiatrist / Psychological Counsellor for Consultation and treatment of patients of NITTTR, Kolkata.

SCOPE OF WORK:

1. The Visiting Psychiatrist / Psychological Counsellor would render counseling service to all the students, faculty and staff members of the Institute as required and be available.
2. The counselor would be the point of contact for students, faculty and staff members of the Institute if they require interpersonal / emotional counseling.
3. He / She must be comfortable working with students, faculty and staff from a various social and economic backgrounds.
4. The Visiting Psychiatrist / Psychological Counsellor will maintain confidentiality but report to the Director, NITTTR, Kolkata of any extreme cases that demand Institute / family intervention (related to students).
5. The Visiting Psychiatrist / Psychological Counsellor shall help students, faculty and staff to development an interpersonal / emotional support system.
6. The Visiting Psychiatrist / Psychological Counsellor shall conduct work, talk and group discussion from time to time to help students with their academic, interpersonal and emotional needs.

GENERAL GUIDELINES:

1. 'Visiting Psychiatrist / Psychological Counsellor' means a registered medical practitioner who will be empaneled to provide medical services by visiting the Institute.
2. The Consultation obtained from the Visiting Psychiatrist / Psychological Counsellor will be considered as a part of extended medical facilities to NITTTR, Kolkata and the cost of such consultations will be paid directly by NITTTR, Kolkata to the Visiting Psychiatrist / Psychological Counsellor.

ELIGIBILITY CRITERIA

Essential Qualification & Experience:

- (i) MD Psychiatry / Master in Clinical Psychology / Counselling Psychology with a percentage of minimum 60% (MCI / RCI recognized);
- (ii) Two (2) Years' relevant experience in counselling late adolescents and adults in an Academic Institution / hospital setting or any other mental health clinic.
- (iii) The candidate should have excellent communication skills.

Desirable Qualification and Experience:

- (i) An experience in counselling students in Academic institutions full-time or part-time.
- (ii) Have been conducting workshop / knowledge-based sessions.

Age: Not above 56 years as on date of advertisement.

Consolidated Honorarium: ₹1,000/- per visit

Leaves:

As the engagement is on a visit basis therefore no leaves are entitled / eligible to the individual selected as a Visiting Consultant on contract basis.

Period of Contract:

The contract shall initially be for a period of One (1) year and may be extended further for two (2) more years, on an annual basis, subject to satisfactory performance, on the same terms and conditions. The appointment will be on an adhoc basis and can be terminated at any time during the contract period with one months' notice from either side.

GENERAL INFORMATION AND INSTRUCTION TO APPLICANTS:

1. NITTTR, Kolkata floats this EoI for the empanelment of a Visiting Psychiatrist / Psychological Counsellor subject to fulfilling the requirement as stated above.
2. Applicants are expected to examine the EoI document carefully before submission of the application. Incomplete applications will be summarily rejected.
3. The applicant shall not disclose confidential information to any third party without prior written approval of NITTTR, Kolkata.
4. The size of the panel and number of Visiting Psychiatrist / Psychological Counsellor in the panel shall be decided by the Institute from time to time based on the requirement and quantum of work.
5. Empanelment will only confer the right to be considered for counselling work, if any, and not bind NITTTR, Kolkata to award or give work to any Visiting Psychiatrist / Psychological Counsellor, so empanelled, at any point of time during the term of engagement.
6. The Competent Authority shall, as far as possible, make use of the services of the panel of Counsellor approved by the Government of India / Government of West Bengal, and while their services are utilized, they shall be deemed to have been empanelled under these guidelines.
7. Notwithstanding such empanelment, NITTTR, Kolkata shall be free and without any restriction to consult any other Visiting Psychiatrist / Psychological Counsellor who is not empanelled by it. Where required and considered appropriate by the Competent Authority, designated Visiting Psychiatrist / Psychological Counsellor or any other

doctor for the time being empanelled by the Central or State Government, as the case may be, or by any authority constituted or established by a statutory body, may be engaged by the Competent Authority to consult a case or matter on behalf of NITTTR, Kolkata, keeping in view the urgency and importance of a particular matter.

8. Application in the format prescribed in 'Annexure-I', along with all the documents in support, should reach to

The Director,
NITTTR, Kolkata,
Block-FC, Sector-III,
Salt Lake, Kolkata-700106

On or before 21 days from the date of publication of this notification (i.e., 008-01-2025).

9. Applications received earlier to this notification or after the closing date of this notification will not be considered.
10. It is expected that applicants observe the highest standard of ethics during the execution of the contract in pursuance to the policy of "Corrupt & Fraudulent Practices" which is defined as follows:
 - I. "Corrupt practice" means the offering, receiving or soliciting of anything which is of value to influence the action of a public official in the contract execution.
 - II. "Fraudulent practice" means a misrepresentation of facts to influence the execution of a contract to the detriment of NITTTR, Kolkata and includes collusive practices amongst the applicants designed to establish the application process at artificial non-competition levels and to deprive NITTTR, Kolkata of the benefits of free and open competition.
NITTTR, Kolkata reserves the right to reject any application if:
 - a) At any point of time, a material misrepresentation is made or uncovered for an applicant.
 - b) The applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Application.

MODE OF DISPUTE RESOLUTION

In case of any dispute arising out in the implementation of these guidelines or any doubt regarding the interpretation of any of the clauses of these guidelines, the decision of the Director, NITTTR, Kolkata in the matter shall be final and binding. Disputes, if any, in relation to empanelment or out of the process shall be subject to the exclusive jurisdiction of the court in Calcutta only.

**APPLICATION FOR THE POST OF VISITING CONSULTANT, PSYCHIATRIST /
PSYCHOLOGICAL COUNSELOR**

To
The Director
National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III
Salt Lake, Kolkata-700106

PHOTO

1.	Name of the applicant	:				
2.	Gender	:				
3.	Date of Birth & Age	:	(dd/mm/yy):	Age:	Years	
4.	Mobile Number	:				
5.	Email Address	:				
6.	Residential Address	:				
7.	Communication address	:				
8.	Educational qualification					
Sl. No.	Qualification	Period		Name of the University	Regis. No. & Date	
		From	To			
i						
ii						
iii						
iv						
9.	Experience / Medical Practice		:			
	Clinic details, if held: Name of Clinic (if any) Location and address of the Clinic with contact no.					
10.	Attachment with other hospitals		:			
Sr. No.	Name of the organization with address	Designation	Period		Timings	
			From	To	From	To
11.	Details of familiarity with CGHS rules, if any		:			
(Signature of the applicant)						