

## **Scheme of Recruitment for the Post of Career Advisor/Career Counsellor**

**Salary Code : U-AS 2 (1)**

**Salary Scale : Rs. 26020 – 3 x 645 – 27955 (EB) 28600 – 14x645 – 37630/- p.m.**

### **PROVIDENT FUND AND PENSION FUND**

Permanent employees of the University are required to contribute 10% of their monthly salary to the Universities Provident Fund; the University in turn contributes a sum equivalent to 15% of their monthly salary of which 8% will be credited to the University Pension Fund, 7% to the Universities Provident Fund (UPF) and 3% to the Employees Trust Fund (ETF).

In addition, you will be paid the cost of living allowance.

### **Qualifications:**

Graduate of a recognized University with four years experience in the field of Student affairs. (Applicants with postgraduate qualifications in the area of Counselling and / or experience in Career Guidance activities will be given preference).

### **Efficiency Bar**

The following requirements should be fulfilled for the efficiency bar on completion of four years of service from the date of appointment and having earned all three annual increments.

- (i) Obtain a postgraduate qualification in an area related to counseling  
And
- (ii) Obtain good record on service during the four year period.

### **Provident Fund & Pension Benefits**

10% and 7% of the salary by the employee and employer respectively will be credited to the University Provident Fund. 8% of the salary will be credited to the University Pension fund by the employer.

### **Employees Trust Fund Benefits**

03% of the salary by the employer.

