



CENTRE FOR CAREER-COUNSELLING, COACHING & PLACEMENT

University of Kashmir
(NAAC Accredited Grade A⁺⁺)

Detailed Notification for Academic Mentors (Contractual Basis)- CRISP-26

Eligibility, Terms and Conditions, Roles & Responsibilities for Academic Mentors

- 1. Eligibility Criteria:** The candidate must have appeared in the UPSC civil services MAINS examination more than once or must have appeared once and qualified the same.
- 2. Selection process:** The candidates will be shortlisted (if needed) based on success record in UPSC-CSE examination components and prior experience which will be followed by an interview
- 3. Terms and conditions**
 - Salary: Rs. 50,000/- per month.
 - Mentors will be provided accommodation in the hostel.
 - Candidate must possess strong communication skills, empathy, patience, and a commitment to student welfare.
 - The candidate must not, at the time of joining the Centre, be engaged either as a coach/mentor/administrator at any UPSC/JKPSC civil services coaching academy or must not be engaged in similar activities at any other institution.
 - Experience should pertain to main classwork & will exclude experience gained in paper checking or content creation.
- 4. Roles and Responsibilities:** The roles and responsibilities of the academic mentors shall include, but would not be limited to the following:
 - i. Student Monitoring and Guidance*
 - Monitoring student's academic progress and providing personalized mentoring, guidance, and counseling.
 - Identifying student's weaknesses and addressing individual issues with specialized solutions.
 - Ensuring personalized attention to each student's academic and personal challenges.
 - Helping students with academic-related inquiries and issues.
 - Providing post-exam guidance for interview
 - ii. Academic Activities*
 - Conducting or coordinating practice and mock tests.
 - Organizing and arranging lectures and guest seminars.
 - Conducting and arranging mock interviews.
 - Assisting in developing and updating study materials in collaboration with the hired academy.
 - Assisting in organizing academic events, seminars, and workshops.
 - Facilitating communication between students and faculty.
 - iii. Resource Management*
 - Managing the distribution of academic materials and resources.
 - Ensuring the availability of necessary equipment and supplies for classes and exams.
 - Maintaining the organization and functionality of academic facilities such as libraries and study halls.
 - Addressing and resolving issues related to the library, hostel, and internet facilities.
 - Maintaining discipline and harmony among students.
 - iv. Technical Support*
 - Provide technical support for online learning platforms and tools.
 - Assist in setting up and maintaining academic software and hardware.
 - Possess strong computer skills to efficiently perform documentation and reporting responsibilities related to CRISP-26
 - v. Monitoring and Evaluation*
 - Regular Reporting: Submit regular reports on activities and student progress.
 - Gathering student feedback on various academy-related components, such as teaching, materials, test series, and other aspects. Additionally, provide their assessment and feedback on these parameters of the academy.

Sd/-
Director