



CENTRE for CAREER PLANNING and COUNSELLING

University of Kashmir

(NAAC Accredited Grade A+)

**Notification for Engagement of Academic Mentors (Contractual Basis) for
Civil Services Residential Integrated Support Program (CRISP-25)-2025**

The CCPC, University of Kashmir, invites applications for the engagement of **Academic Mentors** strictly on a **contractual basis for one year** under the **(CRISP-25)**. The selected candidates will play a pivotal role in mentoring aspiring civil servants enrolled in the University's full-time residential coaching program, in accordance with the following scheme:

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.
- Must have prior experience in academic mentoring, specifically related to UPSC preparation (excluding paper checking or content creation).
- Preference will be given to candidates who have qualified the UPSC civil services Mains Examination multiple times and/or possess teaching/administrative experience with a UPSC/JKPSC Civil Services Academy.
- Candidates must possess strong communication skills, empathy, patience, and a dedication to student success.

2. Terms and Conditions:

- **Number of Positions:** 03
- **Honorarium:** ₹50,000/- (fixed) per month.
- **Tenure:** One year (contractual), extendable based on performance and institutional requirement.
- **Accommodation:** Hostel accommodation will be provided during the engagement.
- Candidates must not be affiliated as a coach, mentor, or administrator with any UPSC/JKPSC coaching institute or similar academy at the time of joining.
- Selected mentors shall be available for full-time, in-residence support at the CRISP-25 facility.

3. 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 and Facility 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 and Administrative Support-

- Provide support for digital learning platforms.
- Assist in the operation and maintenance of academic tools and infrastructure.

v. Mentoring and Evaluation-

- Regular Reporting: Submit regular reports on activities and student progress.
- Performance Reviews: Participating in periodic performance reviews conducted by Director or person authorized by him.
- Feedback Collection: Collecting feedback from students to evaluate the impact of mentoring and counselling.
- 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.

{Note}:

Candidates who are preparing for UPSC/JKPSC or any other competitive exams at the time of application or during the engagement period will not be allowed to continue their preparation during the official working hours. Any such involvement will lead to cancellation of engagement without notice.

4. How to apply: Interested candidates can submit their application form online through the centre's website <https://ccpc.uok.edu.in> or click this link <https://forms.gle/ZhkU4NQ94FAeE7C4A>

5. The last date for submission of Online Application Forms: **21.07.2025**

6. For any query, contact us at 9906457613 or contactccpc@uok.edu.in

No.F(CCPC/KU/A.M/CRISP-25/2025

Dated:- 14.07.2025

Sd/

Prof. Nazir A. Dar

Director, CCPC

University of Kashmir