

Himachal Pradesh University Shimla-5
(NAAC Accredited "A Grade" University)
Centre for Distance and Online Education
"Administration Section"

No. ICDEOL/7-65/80/Admn.-VI

Dated:-6th May, 2026

"NOTICE"

The Centre for Distance and Online Education (CDOE), Himachal Pradesh University, Shimla invites applications for engagement of Academic Counsellors for the purpose of conducting Personal Contact Programmes (PCPs), Preparation of Study Material and Evaluation of Assignments and Project work etc. in respect of all Undergraduate, Postgraduate and Diploma Courses offered through CDOE.

Academic Counsellors are required in the subjects of **Maths, Public Admn., Political Science, English, Hindi, History, Sanskrit, Sociology, Economics, Commerce, Music, Journalism and Mass Communication, B.Ed, M.A.Education, MBA, Yoga Studies, Tourist Guide, Data Science and Computer Application**. The engagement shall be purely on period/per lecture basis for one academic session and may be extended annually for a maximum period of three years subject to satisfactory performance and depending upon the requirements of the concerned subject.

Eligibility Criteria

1. The Eligibility Criteria for Academic Counsellors shall be in accordance with the UGC norms as adopted by Himachal Pradesh University from time to time.
2. The retired teachers from Universities/Colleges and Research Scholars(without scholarship) who have completed a minimum of three years in their PhD programme can also apply for the same.


Remuneration

1. After selection, the remuneration to Academic Counsellor will be paid at par with the remuneration rates for Guest Faculty, as notified by the UGC and adopted by Himachal Pradesh University.
2. Additionally the remuneration for writing lessons, preparing study material, evaluating assignments and assessing project work will be as per existing norms of CDOE, H.P. University.

The applicants who are interested in the above mentioned assignments can apply on the prescribed application form annexed at **Annexure-"A"** accompanied by requisite documents in single PDF file. The application should be sent via email to **director.icdeol@gmail.com** on or before **30.05.2026(5:00 P.M.)**

For more details the applicant can contact on **0177-2832547, 0177-2831327**

Note. The Academic Counsellors will not be treated like regular teachers for the purpose of voting rights or for becoming the members of various statutory bodies of the university


DIRECTOR (CDOE)

10(A). Research and Publication:

i. No. of Research Articles published :

ii. No. of Books published :
(add an additional sheet, if required)

iii. Detail of Research work/Project work guided
:
:
:

11. Experience in the Open and Distance Learning.

YES

NO

12. Please mention priority-wise the choice of subject(s) /course(s) you would like to do counseling for (see the syllabi of the concerned programme from the CDOE Prosepectus and write Course Codes).

a.

b.

c.

12(A). Please indicate your work experience commensurate with the issue of counseling for the course of your choice.

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12(B). Please tick the language (s) in which you will be able to counsel.

English

Hindi

13. Any other relevant information

DECLARATION:

I hereby declare that information given above is correct. I accept to undertake the tasks of Academic Counsellor, writing Lesson, Evaluation of assignment scripts and any other activities related to the academic functions of the CDOE.

PLACE:
Date:

SIGNATURE

FOR OFFICE USE ONLY

The self attached Degrees/Certificates have been verified by the committee and the candidate is recommended for empanelment as a part-time-Academic Counsellor for following courses:-

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Special recommendation, if any (Add extra sheet, if required)

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PLACE:
Date:

SIGNATURE

NOTE:-

- i. Candidates possessing UGC Qualifications (NET/SLET/JRF/Ph.D.) will be given preference.
- ii. All supporting documents (self-attested) must be attached with the application.
- iii. Incomplete applications will not be considered.

Handwritten signature/initials