

GOVERNMENT OF INDIA
CENTRAL INSTITUTE OF PSYCHIATRY,
KANKE, RANCHI-834006, JHARKHAND

Advertisement Notice No. A12018/6/2020-Estt./

Applications are invited for filling up the following post on Deputation (including short term contract)/ promotion from Officer of Central or State Government or Union Territories or Central or State Government Universities or Central or State Government Autonomous Institutions or Central or State Government Public Sector Undertakings possessing the qualifications as prescribed:

Sl. No.	Name of Post	No. of post	Pay Level
01	Medical Record Officer	01 (One)	Level 6 of the Pay Matrix (Rs. 35400-112400)
02	Library and Information Assistant	01 (One)	Level 6 of the Pay Matrix (Rs. 35400-112400)

Related details can be seen on our website www.cipranchi.nic.in

Director
CIP, Ranchi.

भारत सरकार
केंद्रीय मनश्चिकित्सा संस्थान
कांके, रांची-834006, झारखंड

विज्ञापन सूचना सं. A.12018/6/2020-Estt. /

आवेदन प्रतिनियुक्ति पर (अल्पकालिक अनुबंध सहित) / केंद्र या राज्य सरकार या केंद्र शासित प्रदेशों या केंद्र या राज्य सरकार के विश्वविद्यालयों या केंद्रीय या राज्य सरकार के स्वायत्त संस्थानों या केंद्र के या राज्य सरकार के सार्वजनिक क्षेत्र के उपक्रम के जैसे अधिकारी जिनके पास नीचे उल्लिखित पदों हेतु प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) / पदोन्नति के आधार पर भरने के लिए आवेदन आमंत्रित किए जाते हैं।

क्रम संख्या	पद	पद की संख्या	वेतन स्तर
01	चिकित्सा अभिलेख अधिकारी	01 (एक)	वेतन मैट्रिक्स का लेवल 6 (रु. 35400-112400)
02	पुस्तकालय एवं सूचना सहायक	01 (एक)	वेतन मैट्रिक्स का लेवल 6 (रु. 35400-112400)

उपर्युक्त पदों सम्बन्धित विस्तृत विवरण हमारे वेबसाइट www.cipranchi.nic.in पर उपलब्ध है।

निदेशक
केन्द्रीय मनश्चिकित्सा
संस्थान,
कांके, रांची

**GOVERNMENT OF INDIA
CENTRAL INSTITUTE OF PSYCHIATRY
KANKE, RANCHI-834006, JHARKHAND**

ADVERTISEMENT NOTICE NO. A.12018/6/2020-Estt. /

Applications are invited for filling up of one post each of Library and Information Assistant on Deputation (including short term contract)/ promotion from Officer of Central or State Government or Union Territories or Central or State Government University or Central or State Government Autonomous Institutions or Central or State Government Public Sector Undertakings possessing the qualifications as mentioned below:

1.	Post	Library and Information Assistant
	No. of post	01 (One)
	Pay Level	Level 6 of the Pay Matrix (Rs. 35400-112400)
	Eligibility Criteria	<p>Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or recognized Universities or recognized research institutes or autonomous or statutory organizations:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years of regular service in the post in the Pay Level 5 of Pay Matrix (Rs. 29200-Rs. 92300) or equivalent in the parent cadre or department; or (iii) With ten years of regular service in the post in the Pay Level-4 (25500-Rs. 81100)/ Level-3 (21700-Rs. 69100)/ Level-2 (19900-Rs. 63200) of pay Matrix or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute;</p> <p>(ii) Two years professional experience in a Library under Central/State Government or Autonomous or Statutory organization/Public Sector Undertakings or University or Recognised research or educational Institution.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p> <p>Note 1: Departmental Library Clerk(s) in Pay Level 2 of Pay Matrix (19900-Rs. 63200) with 10 years of regular service in the grade and possessing Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute shall also be considered along with outsiders. In case he or she is selected, the post shall be treated as having been filled by promotion. Otherwise, it will be treated as having been filled by Deputation (including Short Term Contract).</p> <p>Note 2: The period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p>

		Note 3: The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
2.	Post	Medical Record Officer
	No. of post	01 (One)
	Pay Level	Level 6 of the Pay Matrix (Rs. 35400-112400)
	Eligibility Criteria	<p>Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or recognized Universities or recognized research institutes or autonomous or statutory organizations:</p> <p>(c) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years of service in the grade rendered after appointment thereto on a regular basis in post in Level 5 in the Pay Matrix (Rs. 29200-Rs. 92300); or (iii) With ten years of regular service in the grade rendered after appointment thereto on a regular basis in post in Level-4 in the Pay Matrix (25500-Rs. 81100; and</p> <p>(d) Possessing the educational qualifications and experience:</p> <p>(i) Bachelor degree with Science from a recognized University or Institute; (ii) one year Diploma or certificate course in Medical Record Technology from a recognised institute. (iii) Two years experience in maintenance of Medical Records from a recognized hospital.</p> <p>Note 1: The departmental Medical Record Technician in Pay Level-4 in the Pay Matrix (25500-Rs. 81100) with ten years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment for appointment to the post, it shall be treated as having been filled by promotion.</p> <p>Note 2: The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age-limit for appointment by deputation (including short-term Contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>

Note:

1. The selected candidates will be entitled to normal deputation terms as admissible under the Central Government Rules in force from time to time (i.e., as per DoP&T O.M.No. 5/8/2009-Estt. (Pay II) dated 17.06.2010). The period of deputation shall be as specified in recruitment rules of this department, amended from time to time. In additions, they are also eligible for special allowance @ 20% of Basic Pay drawn. However, no Deputation Duty Allowance will be paid.
2. The application in the proforma as given in Annexure-I may be sent through proper channel to The Director, Central Institute of Psychiatry, P.O. & P.S., Kanke, District: Ranchi-834006, Jharkhand within 60 days from the date of issue of this advertisement in the *Employment News* with the following:

- (a) Complete up-to-date APARs of the officers for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary or equivalent on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.
 - (b) Certified by the Administrative Authority as per format given at Annexure-II.
 - (c) However, an advance copy of the application may be forwarded directly to the above mentioned address to facilitate timely receipt of the application.
3. The application/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates will not be processed for determining the eligibility of the candidates for the selection.
 4. Application received after the due date or without any of the aforesaid documents/information or otherwise incomplete will not be considered.
 5. While forwarding the application, it may be certified that the particulars furnished by the officer are correct, there is no doubt regarding the integrity of the officer and that no disciplinary case is either pending or contemplated against the officer.

Annexure-1

Bio-Data/Curriculum Vitae

1	Name and Address (in Block letters)					
2	Date of Birth (in Christian era)					
3	i) Date of entry into service					
	ii) Date of retirement under Central/State Government Rules					
4	Educational Qualification					
5	Whether Educational and other qualifications required for the post are satisfied (if any as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular					Qualifications/Experience possessed by the officer	
Essential					Essential	
A) Qualification					Qualification	
B) Experience					Experience	
Desirable					Desirable	
C) Qualification					Qualification	
D) Experience					D) Experience	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p>						
<p>5.2 In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subject may be indicated by the candidate.</p>						
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.					
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>						
7	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution		Post held on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for
<p>*Important: Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
Office/Institution		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent						
9. In case the present employment is held on deputation/contract basis please state-						

a) The date initial appointment	(b) Period of appointment of deputation/contract	(c) Name of the parent office/organisation to which the applicant belongs	(d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11	Additional details about present employment:		
	Please state whether working under (indicate the name of your employer against the relevant column)		
	a) Central Government		
	b) State Government		
	c) Autonomous Organisation		
	d) Government Undertaking		
	e) Universities		
	f) Others		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14	Total emoluments per month now drawn		
Basic Pay in the PB		Grade Pay	Total emoluments
15. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/Interim Relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy circular/advertisement). (Note: Enclose a separate sheet, if the space is insufficient)		
16.B	Achievements: The candidates are requested to indicate information with regard to:		
	(i) Research publications and reports and special projects		

	(ii) Awards/Scholarships/Official Appreciation	
	(iii) Affiliation with the professional bodies/institutions/societies	
	(iv) Patents registered in own name or achieved for the organization	
	(v) Any research/innovative measure involving official recognition	
	(vi) Any other information	
	(Note: Enclose a separate sheet, if the space is insufficient)	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.	
18	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of Candidate)

Address:

ANNEXURE II

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advertisement if selected, he/she be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above is enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned
(Employer/Cadre Controlling Authority with Seal)