

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

ADVERTISEMENT NOTICE NO.A.12028/2/2016-Estt/2021

Applications are invited for filling up the following posts on Deputation (including short term contract) from Officers 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:

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| 1. | Post | Professor of Clinical Psychology |
| | No. of post | 01 (One) |
| | Pay Level | Level 12 of Pay Matrix (Rs.78800-209200/-) |
| | Eligibility Criteria | <p>Officers under the Central Government or State Government or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations: (a) (i) holding analogous post on regular basis in the parent cadre or department, or (ii) with five years regular service rendered after appointment thereto on a regular basis in the Level 11 of the Pay Matrix (Rs. 67700-208700/-) or equivalent in the parent cadre or department. (b) Possessing the Educational Qualification and experience prescribed for direct recruits under column (7) which are as follows.</p> <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Master Degree in Psychology or Clinical Psychology from a recognized University or institute. 2. Master in Philosophy in Clinical Psychology from a recognized University or Institution. 3. Doctorate Degree (Ph.D.) in Clinical Psychology from a recognized University or Institution. 4. Ten years teaching and research experience in Clinical Psychology out of which at least five years teaching experience should be as Associate Professor of Clinical Psychology from a recognized University or Institution. <p><u>Desirable:</u></p> <p>Research or published work in indexed journal.</p> <p>Note 1: The departmental Associate Professor of Clinical Psychology in level 11 of the pay matrix (Rs. 67700-208700/-) with five 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 to the post, it shall be treated as having been filled by promotion.</p> |
| 2. | Post | Professor of Psychiatric Social Work |
| | No. of post | 01 (One) |
| | Pay Level | Level 12 of Pay Matrix (Rs.78800-209200/-) |
| | Eligibility Criteria | <p>Officers under the Central Government or State Government or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department, or (ii) with five years regular service in the Level 11 of the Pay Matrix (Rs. 67700-208700/-) or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the Educational Qualifications and experience as follows:</p> <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Master Degree in Social Work or Sociology from a recognized university or institution. 2. Master of Philosophy in Psychiatric Social Work from a recognized university or institution. 3. Doctorate Degree (Ph.D.) in Psychiatric Social Work from a recognized university or institution. 4. Ten years teaching and research experience out of which five years teaching experience should be as Associate Professor of Psychiatric Social Work. <p><u>Desirable:</u></p> <p>(i) Experience in Psychotherapy and Counseling Techniques.</p> <p>Note 1: The departmental Associate Professor of Psychiatric Social Work in level 11 in the pay matrix (Rs. 67700-208700/-) with five years of regular service in the grade and possessing the educational qualifications and experience prescribed for deputationists will also be considered along with and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> |

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| 3. | Post | Chief Administrative Officer |
| | No. of post | 01 (One) |
| | Pay Level | Level 11 of Pay Matrix (Rs.67700-208700/-) |
| | Eligibility Criteria | <p>Officer of the Central Government or State Government or Union territory Administration or autonomous or statutory organisation or public sector undertakings or University or recognised research institution:</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with five years regular service in Level-10 in the pay matrix (Rs.56100-177500) or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience proposed for direct recruits as mentioned below.</p> <p>Essential:</p> <p>1. Bachelor degree in any subject from a recognised University or Institution. 2. Seven years experience of administration, accounts and establishment work in a supervisory capacity from the Central Government or State Government or Union territory Administration or autonomous or statutory organisation or public sector undertakings or Universities or recognised research institution or semi- Government organisation.</p> <p>Desirable:</p> <p>Knowledge of Government rules and regulations.</p> |
| 4. | Post | Library and Information Officer |
| | No. of post | 01 (One) |
| | Pay Level | Level 11 of Pay Matrix (Rs.67700-208700/-) |
| | Eligibility Criteria | <p>Officers under the Central Government or State Government or Union territories or public sector undertakings or recognised Universities or recognised research institutes or autonomous or statutory organisation:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 in the pay matrix (Rs. 56100 – 177500) or equivalent in the parent cadre or department; or (iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-9 in the pay matrix (Rs. 53100-167800) and level-8 in the pay matrix (Rs.47600-151100) or equivalent in the parent cadre or department: or (iv) with seven years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department; or (v) with ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department and (b) possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i). Masters Degree in Library Science or Library and Information Science of a recognised University or Institute. (ii). Five years professional experience in a Library under Central Government or State government or Union territories or public sector undertakings or recognised Universities or recognised research institutes or autonomous or statutory organisation.</p> <p>Desirable:</p> <p>(i) One year experience of computerizing Library activities in Library under Central Government or State Governments or Union territories or public sector undertakings or recognised Universities or recognised research institutes or autonomous or statutory organisation. (ii) One year professional experience in the specific areas of activities of the Department or Ministry viz technical or scientific if any. (iii) Diploma in Computer application from a recognised University or institute.</p> <p>Note 1: The departmental Senior Library and Information Assistant in level-6 in the pay matrix (Rs. 35400-112400) 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 and in case he selected for appointment to the post, the shall be deemed to have been filled by promotion.</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.6/8/2009-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 addition, they are also eligible for special allowance @ 20% of Basic Pay drawn. However, no Deputation Duty Allowance will be paid.
2. Period of deputation including period of deputation 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 four years.
3. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.
4. 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 ACRs 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 ACRs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.
 - (b) Certificate 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.
5. The application/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered.
7. While forwarding the application, it may be certified that the particulars furnished by the officer are correct, there is no doubt about the integrity of the officer and that no disciplinary case is either pending or contemplated against the officer.

Annexure-1

Bio-Data/ Curriculum Vitae

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| 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 | A) Qualification |
| | B) Experience | B) Experience |
| | Desirable | Desirable |
| | C) Qualification | C) Qualification |
| | D) Experience | D) Experience |
| | 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. | |
| | 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate. | |
| 6 | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | |
| | 6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied. | |

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| 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 detail) highlighting experience required for the post applied for |
| * 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: | | | | | |
| 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 of initial appointment | (b) Period of appointment of deputation/ contract | (c) Name of the parent office/ organization to which the applicant belongs | | (d) Name of the post and pay of the post held in substantive capacity in the parent organization | |
| 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 organization 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 Relief/other etc., (with break-up details) | Pay/Interim Allowances | 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: | | | | |

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| | (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. # (Officers under Central/State Governments are only eligible for "Absorption", Candidates of non-Government Organizations are eligible only for Short Term Contract) | |
| | #(The option of "STC"/ "Absorption"/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment") | |
| 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 the 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 possess educational qualifications and experience mentioned in the advt. 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 ACRs 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)**