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

## WALK IN INTERVIEW

It is proposed to fill up the following posts at Central Institute of Psychiatry, Kanke, on contract basis for a period of one year or till the post is filled up on regular basis whichever is earlier. Accordingly, applications are invited from the desirous candidates. Applications on plain paper either typed or handwritten in the prescribed format along with bio-data, passport size photograph, photocopy of the certificates of age proof, educational qualification, experience etc., may be submitted to the undersigned before 16.08.2021. After submission of application, candidates have to turn up along with their original certificates at 9.30 A.M. on the date of interview. No interview letter will be issued separately. Experience in private sector may also be considered.

> **The interview shall be held at Central Institute of Psychiatry, Kanke, Ranchi-834006, Jharkhand, on 17.08.2021 at 11.00 a.m.**

| Sl. No. | Name of post | Consolidated pay per month | No. of post |
|---------|-------------|----------------------------|-------------|
| 1. | Sr. Library and Information Assistant | Rs.43500.00 | 1 (UR) |
| 2. | Medical Record Officer | Rs.43500.00 | 1 (UR) |
| 3. | Library Clerk | Rs.24300.00 | 1 (UR) |
| 4. | Medical Record Clerk | Rs.24300.00 | 1 (UR) |

**I.** **Educational Qualifications for posts at Sl.No. 1, (Sr. Library and Information Assistant):**
1. Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute.
2. Two years' professional experience in a Library under Central/State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.

Desirable:
Diploma in Computer Application from a recognized University or Institute.

**Age Limit:** Not exceeding 30 years.

*Note: The essential experience may be relaxed from 2 years to 1 year in a Library under Central/State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution at the discretion of the Selection Committee if a person is found otherwise suitable.*

**II.** **Essential Qualifications for posts at Sl.No.2 (Medical Record Officer):**
1. Intermediate qualification from a recognized Board/University.
2. Diploma or One year certificate course in Medical Record.
3. 2 years experience in maintenance of Medical Records from a recognized hospital.

*Note: The essential experience may be relaxed from 2 years to 1 year in maintenance of Medical Records from a recognized hospital at the discretion of the Selection Committee if a person is found otherwise suitable.*

**Age Limit:** Not exceeding 30 years.

**III.** **Essential Qualifications for posts at Sl.No.3 (Library Clerk):**
1. Matriculation or equivalent from a recognised institution; and,
2. Certificate in Library Science from a recognised institution.

**Age Limit:** Between 18 and 25 years.

**IV.** **Essential Qualifications for posts at Sl.No.4 (Medical Record Clerk):**
1. 12th Class or equivalent qualification from a recognized Board or University.
2. Proficiency in Computer.

**Age Limit:** Between 18 and 25 years.

*Director*
CIP, Ranchi-6

# FORMAT OF APPLICATION FORM

1. Post applied for : ...................................................................

2. Name of applicant : ...................................................................

3. Name of Father/Husband : ...................................................................

4. Nationality : ...................................................................

5. Date of Birth : ...................................................................

6. Age as on (16.08.2021) : ...................................................................

7. Whether SC/ST/OBC/PH : ...................................................................

Affix your recent passport size photograph

8. Educational Qualification :

| Name of School/Board/University | Examination passed | Year of passing |
|---|---|---|
|  |  |  |

9. Experience/Brief Record of service :

| Appointment held & scale of pay | Dept./office and place of posting | Period From | To |
|---|---|---|---|
|  |  |  |  |

10. Detail of research publication (if applicable):.................................................
    Attach a list of Research Papers, chapters in books or
    books. Copies of reprints may be attached.

11. Permanent Address : ...................................................................

    ...................................................................

12. Address for correspondence: ...................................................................
    (Phone, Fax, e-mail)

    ...................................................................

I hereby certify that all the statements made in the application are true, complete and correct to the best of my knowledge and belief.

Place: _____
Date: _____

**Signature of Applicant**

Enclosures:- _____