

F.No.A.12018/10/2020-Estt.
GOVERNMENT OF INDIA
CENTRAL INSTITUTE OF PSYCHIATRY
(Establishment Section)

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Kanke, Ranchi- 834006, Jharkhand
Dated:14.03.2022

VACANCY CIRCULAR

Subject: Filling up of one post each of Prof. of Clinical Psychology, Prof. of Psychiatric Social Work, Assoc. Prof. of Psychiatric Social Work and Library & Information Officer on Deputation (including short term contract)/promotion.

The following posts are proposed to be filled at Central Institute of Psychiatry, Ranchi on Deputation (including short term contract) basis from amongst the Central Government or State Government or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations 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 | 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 analogues 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. Essential: 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. Desirable: Research or published work in indexed journal. 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. |
| 2. | Post | Professor of Psychiatric Social Work |
| | No. of post | 01 (One) |
| | Pay Level | Level 12 of Pay Matrix (Rs.78800-209200/-) |
| | Eligibility Criteria | 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: |

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| | | <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 (b) Possessing the Educational Qualifications and experience as follows: Essential: 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. Desirable: (i) Experience in Psychotherapy and Counseling Techniques. 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> |
| 3. | Post | Associate Professor of Psychiatric Social Work |
| | No. of post | 01 (One) |
| | Pay Level | Level 11 of the Pay Matrix (Rs.67700-208700). |
| | Eligibility Criteria | <p>Officers under the Central Government or State Governments or Recognised Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations: (a) (i) holding analogous post on regular basis in the parent cadre or department or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in posts in level 10 (Rs.56100-177500/-) of the Pay Matrix or equivalent in the parent cadre or department: 2. Possessing the Educational Qualifications and experience as follows: Essential: 1. Master Degree in Social Work or Sociology or Applied Sociology from a recognized university or institute. 2. M.Phil in Psychiatric Social Work from a recognized university or institute. 3. Doctorate Degree (Ph.D.) in Psychiatric Social Work or Social Work or Sociology or Applied Sociology from a recognized university or institute. 4. Five years teaching or research experience including at least two years as Assistant Professor of Psychiatric Social Work in a recognized institution. Desirable: 1. Experience in Psychotherapy and Counseling techniques. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> |
| 4. | Post | Library and Information Officer |
| | No. of post | 01 (One) |
| | Pay Level | Level 11 of Pay Matrix (Rs.67700-208700/-) |
| | Eligibility Criteria | 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: |

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| | <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><u>Essential:</u> (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><u>Desirable:</u> (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> |
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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. Applications of interested and eligible officers, who could be spared in the event of their selection, may be sent, through proper channel, in the enclosed proforma along with their **last five years’ annual Confidential Reports/APARs** so as to reach **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/Rojgar Samachar. **While forwarding the applications the**

sponsoring organisations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/Cadre controlling officer not below the rank of Deputy Secretary/Director to the Govt. of India at the last page of Bio-data Performa.

5. The following documents also to be sent along with the application:
 - (i) Cadre Clearance Certificate
 - (ii) Vigilance Clearance Certificate
 - (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary/Director to the Government of India.
 - (iv) Photocopies of ACRs/APARs of last five years duly attested on each page by an officer not below the rank of an Under Secretary to the Government of India. If for some reason, the ACRs/APARs of the officer have not been written for a particular year or a part of a year, a 'No Report Certificate' (NRC) for the period may be sent along with the ACRs/APARs of the corresponding previous year (s).
 - (v) Self-attested photocopies of the Degree certificates, experience certificates or any other document in support of the educational qualification/details/information as mentioned in the Bio-data of the applicant.
6. Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete will not be considered. However, an advance copy of the application may be forwarded directly to the above mentioned address to facilitate timely receipt of the application.

(Dr. B. Das)
Director

Central Institute of Psychiatry
Ranchi – 834 006, Jharkhand.
E-mail: director@cipranchi.nic.in

Distribution:

1. All Ministries/Department of the Central Government.
2. All the Chief Secretaries of the State Government and Union Territories.
3. All Vice-Chancellors of recognized Universities.
4. All Directors of the recognized research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations.

Bio-Data/ Curriculum Vitae

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|--|--|---|-----------|---|---|
| 1 | Name and Address with contact number and e-mail ID (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. | | | | | |
| 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/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 | |
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| 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 details) | Pay/Interim Allowances (with break-up) | Total Emoluments | |
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| 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 | <p>Achievements: The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| 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: _____

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)**