

**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	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: (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 (b) Possessing the educational qualifications and experience: Essential: (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute; (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. Desirable: Diploma in Computer Application from a recognized University or Institute. 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). 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. 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	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: (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 (d) Possessing the educational qualifications and experience: (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. 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. 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. 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.

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.

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

Advertisement Notice No. A12018/6/2020-Estt./3472

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. /3472

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 वैसे 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