

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

WALK IN INTERVIEW

It is proposed to fill up the following Group 'A' posts at Central Institute of Psychiatry, Kanke, on contract basis for a period of six months 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 **21.01.2020**. After submission of application candidates have to turn up alongwith their original certificates at 9.30 A.M. on the date of interview. No interview letter will be issued separately. In deserving cases age and experience criteria may be relaxed and even retired person upto the age of 62 years may be allowed to appear for interview. Experience in private sector may also be considered.

**The interview shall be held at Central Institute of Psychiatry, Kanke,
Ranchi-834006, Jharkhand, on 21.01.2020 at 11.00 a.m.**

Sl. No.	Name of post	Consolidated pay per month in 1st year	No. of post
1.	Chief Administrative Officer	Rs.33075.00	1 (UR)
2.	Library & Information Officer	Rs.33075.00	1 (UR)
3.	Senior Dietician	Rs.27563.00	1 (UR)
4.	Occupational Therapist Gr.I	Rs.27563.00	1 (UR)

I. Essential Qualifications for posts at Sl.No. 1, (Chief Administrative Officer):

1. Degree of a recognized University / Institute.
2. 5 years experience in a supervisory capacity Accounts, Administration, Establishment work in a Central or State Government Office/PSU/ Autonomous body / Statutory body.
3. Knowledge of Financial Rules & procedures of the Government of India and Computer Applications.

Note: The essential experience may be relaxed from 5 years to 1 year in a supervisory capacity in Accounts, Administration, Establishment work in a Central or State Government Office/PSU/ Autonomous body / Statutory body at the discretion of the Selection Committee if a person is found otherwise suitable.

II. Essential Qualifications for posts at Sl.No.2 (Library & Information Officer):

1. Masters Degree in Library Science or Library and Information Science of a recognized University/ Institute.
2. Five years' professional experience in a Library under Central/State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.

Note: The essential experience may be relaxed from 5 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.

Desirable:

1. One year experience of computerizing Library activities in a Library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.
2. Diploma in Computer Application from a recognized University or Institute.

III. Essential Qualifications for posts at Sl.No.3 (Senior Dietician):

1. M.Sc. in Dietetics.
2. 3 years experience as Dietician (after obtaining the degree of M.Sc. in Dietetics) in a reputed large hospital having indoor treatment facility.

Note: The essential experience may be relaxed from 3 years to 1 year as Dietician (after obtaining the degree of M.Sc. in Dietetics) in a reputed large hospital having indoor treatment facility at the discretion of the Selection Committee if a person is found otherwise suitable.

IV. Essential Qualifications for posts at Sl.No.4 (Occupational Therapist Gr.I):

1. Masters' degree in Occupational Therapy (MOT) with specialization in Rehabilitation, Psychiatry or Neurology.
2. 3 years experience (after obtaining the degree of MOT) as Occupational Therapist in a Psychiatric Hospital, Psychiatric Clinic, Child Guidance Clinic or Department of Psychiatry in a General Hospital.

Note: The essential experience may be relaxed from 3 years to 1 year as Occupational Therapist (after obtaining the degree of MOT) in a Psychiatric Hospital, Psychiatric Clinic, Child Guidance Clinic or Department of Psychiatry in a General Hospital at the discretion of the Selection Committee if a person is found otherwise suitable.

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 (21.01.2020) :
7. Whether SC/ST/OBC/PH :
8. Educational Qualification :

Affix your recent passport size photograph
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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)

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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: _____

Enclosures:- _____

Signature of Applicant