

GOVERNMENT OF INDIA

CENTRAL INSTITUTE OF PSYCHIATRY

KANKE, RANCHI-834006, JHARKHAND

ADVERTISEMENT NOTICE NO. 12019/1/2021-Estt.2022

Applications are invited for filling up the two posts of Staff Car Driver (Ordinary Grade) (General Central Services, Group C, Non-Gazetted, Non-Ministerial) in the Pay Matrix Level 2 of the Pay Matrix (Rs. 19900-63200) as per 7<sup>th</sup> CPC in the Central Institute of Psychiatry, Ranchi on Deputation/Absorption basis from amongst the Dispatch Rider (Group 'C') and Group 'C' employees in level-1 in pay matrix (Rs. 18000-56900/-) in the Ministry of Health and Family Welfare who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the Competence to drive Motors Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 in the pay matrix (Rs. 18000-56900/-) in other Ministries of the Central Government who fulfill the necessary qualification as mentioned below:

- Essential :**
- (1) Possession of a valid driving license for motor cars.
  - (2) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle).
  - (3) Experience of driving a motor car for at least 3 years; and
  - (4) Pass in 10<sup>th</sup> Standard.

**Desirable :**

Three years' service as Home Guard or Civil Volunteers.  
Deputation/re-employment for Armed Forces Personnel:  
The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

- Note:-**
- The period of deputation including the 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 three years. The maximum age limit for appointment by deputation or absorption shall be 'not exceeding fifty-six years' as on the closing date of receipt of applications.
  - 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 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.
  - 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.
  - Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered.
  - 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

Application for the post of Staff Car Driver (Ordinary Grade), Level-2 on Deputation basis

Bio-Data/ Curriculum Vitae

1	Name and Address (IN BLOCK CAPITAL LETTERS) with Contact No. and e-mail ID	
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
	<b>Essential</b>	<b>Essential</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<b>Desirable</b>	<b>Desirable</b>
	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 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 Pay/Interim Relief/other Allowances etc., (with break-up details)	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:  
(i) Research publications and reports and special projects  
(ii) Awards/Scholarships/Official Appreciation