GOVERNMENT OF INDIA

CENTRAL INSTITUTE OF PSYCHIATRY KANKE, RANCHI-834006, JHARKHAND.

ADVERTISEMENT NOTICE N0.12019/1/2021-Estt.2022

Applications are invited for filling up the of 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 7th 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 10th 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.
- 2. 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).
- 3. 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.
 - 4. 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.
 - 5. 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.

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 Educational Qualification** 4 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 Qualifications/ Experience possessed by the the advertisement/ vacancy circular 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. 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. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below in insufficient. **Nature of Duties** *Pay Band and (in detail) **Grade Pay/Pay** Office/ Post held on highlighting To Scale of the post From Institution regular basis experience held on regular required for the basis 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/ Pay, Pay Band and Grade Pay drawn under From To Institution **ACP/MACP Scheme** 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 depuration/ contract basis please state-(a) The date of (b) Period of (c) Name of the parent d) Name of the post initial appointment appointment of office/ organization to and pay of the post

which the applicant

held in substantive

deputation/ contract

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10.	If any post held or						
	applicant, date of	return fro	om the last denuta	ation			
	and other details.						
11.	Additional details a	about pre	sent employment:				
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Jan Sill	d) Government Und	dertaking					
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	f) Others						
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13.	reeder to feeder ara	ade.					
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	(vi) Any other information	
	(Note: Enclose a separate sheet, if the space is insufficient)	
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:

Annexure-II

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:

There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.	no vigilance or disciplinary case pending/contemplated against Shri/Smt.	st Shri/Smt	gilance or disciplinary case pending/contemplated against Shri/Smt.	disciplinary case pending/contemplated against Shri/Smt
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- 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)

Central Institute of Psychiatry

Kanke Ranchi-834106 Jearkhand