

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
PARAMEDICAL SECTION
9TH LEVEL, A WING, DELHI SECRETARIAT, NEW DELHI

F.1(804)/HR-Para/H&FW/2018/10976

Dated : 01/05/2018

CIRCULAR

Subject : Filling up of post of Psychiatric Social Workers in the Hospitals / Medical Institutions under Department of Health & Family Welfare, Delhi in the pay scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-(Pre-revised). The appointment will be made on Deputation/ Short term contract regarding .

Department of Health & Family Welfare, intends to fill up 17 (Seventeen) existing vacant posts of Psychiatric Social Workers. The selected candidates are liable to be posted in Govt. Hospitals/ Medical Institutions/Prisons under Health & Family Welfare Department. Any conditional application regarding place of posting or any other issue shall not be entertained.

1. The post of Psychiatric Social Worker carries the pay scale in PB-2 (Rs. 9300-34800) GP of Rs. 4200 (Pre-revised) & Level 6 of Pay Matrix , Rs. 35400-1,12,400/-
2. The Recruitment Rules for the post provides for 100% Recruitment by Deputation/ Short term Contract.
3. **The Recruitment Rules for the post provide for deputation of officials** under Central Governments/ State Government/Union Territory Administrations/ Public Sector Undertaking/ Universities/ Recognized Research Institutions/ Semi Government or Autonomous Bodies / Statutory Organizations

(A)-(i) The candidate holding analogous post on regular basis in the parent cadre/department
And

(ii) Possessing the following educational qualifications & experience :-

- A. Master Degree in Sociology/ Social work from a recognized university / Institute And
- B. M. Phil in Psychiatric Social Work from a Recognized University/ Institute.

Note: 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 / department of the Central Government shall ordinarily not to exceed 3 years.

4. **Age:** The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 Years as on the closing date of the receipt of applications.

5. Duties of the Psychiatric Social Worker :

To assist mental health care professionals in Prison Department and Hospitals/ Medical Institutions in the following areas:


1. To conduct interviews in order to determine the appropriate services to offer mental health patients and their families.

Contd..2

2. To develop care plans that include counseling, support services, treatment methods and referrals, as well as periodically review their patient and patient family situations and make changes to the care plans as necessary.
3. To explain treatment plans to patients and their families, maintaining patient records, preparing reports, monitoring progress towards treatment goals and conducting annual reviews of active treatment plans.
4. To offer individual and group therapy sessions to patients, instruct other mental health staff in therapeutic techniques, provide crisis interventions, arrange for services from referral agencies and help patients ease back into the community after leaving inpatient programs.

The vacancy circular may be brought to the notice of eligible officials of your Department. The application of eligible and willing officials who can be spared at short notice in the event of their selection may be obtained in the C.V. Proforma attached in duplicate and forwarded to **The Pr. Secretary, H&FW Department (9th Floor, A-wing, Delhi Secretariat, Delhi)** along with the following requisite documents so as to reach this Department within 60 days of publishing of this advertisement in the Employment News :-

- (i) Photocopies of APARs for the last 5 years duly attested (with stamp).
 - (ii) Integrity Certificate.
 - (iii) Vigilance Clearance Certificate as per proforma.
 - (iv) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Psychiatric Social Worker in Department of H&FW on deputation basis.
6. The applications received after the closing date and conditional application shall not be entertained. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.


01/05/18
(AMIT KUMAR PAMASI)
DY. SECRETARY (HR-PARA)

1. All Ministries/ Departments of Government of India.
2. All Chief Secretaries of all State/ Union Territories.
3. All Hospital / Medical Institutes under Department of H&FW, GNCT Delhi
4. The P.A. to Pr. Secretary, Department of H&FW, Delhi Sectt., Delhi.
5. Section Officer (IT), H&FW for uploading the circular on Deptt. Website.
6. Computer Cell (DGHS) with the request to upload the Circular on Deptt. Website.
7. Office copy/ Guard file.

ANNEXURE –I

Paste a recent Passport
size self attested
photograph of candidate

BIO-DATA/CURRICULUM VITAE PROFORMA

**(FOR APPLICATION FOR THE POST OF PSYCHIATRIC SOCIAL WORKER IN
DEPARTMENT OF HEALTH & FAMILY WELFARE ON DEPUTATION BASIS)**

1	Name & Address (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 Qualifications				
5	Qualification/Experience Required as mentioned in the advertisement /vacancy circular			Qualification/Experience possessed by the Official	
6	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 and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned . Only pay 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 Schemes	From	To		

7.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi -Permanent		
8	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 clearance		
9	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
10	Additional details about present employment : Please state whether working under (Indicate the name of you employer against the relevant column) (a) Central Government (b) State Government (c) Union Territory Administration (d) Universities (e) Recognized Research Institutions (f) Semi Government (g) Autonomous Bodies (h) Others		
11	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		
12	Total emoluments per month now drawn		
	Basic Pay in the Matrix/ Basic Pay in the PB	Grade Pay (in case of pre revised pay)	Total Emoluments
13	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowance etc. (with break -up details)	Total Emoluments
14	Additional information, if any, which you would like to mention 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).		
15	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 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.

Signature of the Candidate

Address _____

e-mail ID : _____

Contact NO. _____

Certification 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 possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

3. Also certified that :

- i) There is no vigilance/ disciplinary case pending/contemplated against Sh./ 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 are 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)