



PROSPECTUS

ADMISSION TO M.PHIL COURSES (2025-26)

(Clinical Psychology/ Psychiatric Social Work)

**AT MENTAL HEALTH INSTITUTE (CENTRE OF EXCELLENCE),
S.C.B MEDICAL COLLEGE & HOSPITAL, CUTTACK-753007, ODISHA (INDIA)
(DEPT. OF HEALTH & FAMILY WELFARE, GOVT. OF ODISHA)**

1. IMPORTANT DATES :

- Date of Notification for admission and download of Application Form– 08.09.2025
- Last date for receiving duly filled application form –04.10.2025 by 5.00 P.M.
- Date of Entrance Examination – 28.10.2025
- Date of publication of result of Entrance Examination– 29.10.2025
(Will be published in the website of Mental Health Institute, SCB MCH, Cuttack, i.e. <https://mentalhealthinstitute-scb.odisha.gov.in> and Mental Health Institute Notice Board.)
- Date of Interview& Practical and Document verification:
For Clinical Psychology - 30.10.2025
For Psychiatric Social Work - 31.10.2025
- Publication of Merit List – 01.11.2025
(Will be published in the website of Mental Health Institute, SCB MCH, Cuttack, i.e. <https://mentalhealthinstitute-scb.odisha.gov.in> and Mental Health Institute Notice Board.)
- Date of Admission – 11.11.2025 & 12.11.2025
- Commencement of the Course – 17.11.2025

2. SELECTION COMMITTEE :

- Director-cum-Medical Superintendent ,Mental Health Institute - Chairman
- H.O.D , Dept. of Clinical Psychology, Mental Health Institute - Convener
- H.O.D , Dept. of Psychiatric Social Work, Mental Health Institute - Member
- Addl. Director, Medical Education & Training, Odisha - Coordinator

The Chairman will be the controlling & supervising authority and must see that the entrance examination and admission are done in strict conformity with the rules laid down. He will approve the budget of expenditure and will release funds in time for smooth conduct of entrance examination and admission. He will conduct the confidential work.

The Convener is authorized by the Selection Committee to float advertisement and invite application forms, conduct entrance examination, evaluate the answer sheets, publish the result of entrance examination, verify documents, conduct interview and practical, draw final merit list and take all measures for admission of candidates in time as per prospectus. In legal complications Chairman shall take necessary steps in filing counters on behalf of the Selection Committee and/or Govt. of Odisha, Health & FW department. The decision of selection committee with regard to selection and admission shall be final & binding. The Convener shall open an account in the Nationalized Bank for the purpose of entrance examination and admission. Expenditure shall be made as per the approved budget and strictly as per the guidelines of the expenditure communicated by DMET, Odisha.

3. Applications are invited in the prescribed form for admission into two years M. Phil. Courses in Clinical Psychology (Approved by Rehabilitation Council of India) and Psychiatric Social Work for the Session 2025-2026 to be commenced in Mental Health Institute (Centre of Excellence), SCB Medical College & Hospital, Cuttack. The prospectus & application form can be downloaded from the website of Mental Health Institute, SCB MCH, Cuttack, i.e. <https://mentalhealthinstitute-scb.odisha.gov.in> Duly completed application form along with the relevant documents is to be sent to the following address so as to reach on or before 04.10.2025 by 5 p.m.

**Convener,
M. Phil. Selection Committee (2025-26)
O/O Director-cum-Medical Superintendent,
Mental Health Institute, S.C.B. Medical College & Hospital,
Cuttack- 753007, Odisha.**

Contact particulars - 0671- 2414359 , Email-mhictc.ent25@gmail.com

4. COURSES OFFERED

Sl. No.	Course	Total Seats	Duration
1	M. Phil. in Clinical Psychology (R.C.I Approved)	12(ST-1 SC-1, UR-10)	02 years
2.	M. Phil. in Psychiatric Social Work	06 (ST-1 SC-1, UR-4)	02 years

[If suitable candidates are not available under the reserved categories, seats will be filled up from unreserved category candidates]

5. ELIGIBILITY:

- 5.1 **For M. Phil. in Clinical Psychology**- Two (2) Years M.A./M.Sc. degree in Psychology from a University recognized by the U.G.C. by cutoff date of 04.10.2025 with a minimum of 55% marks in aggregate. For ST/SC category minimum of 50% marks in aggregate is essential.
- 5.2 **For M. Phil. in Psychiatric Social work**- Post-graduate degree in Social Work from a University recognized by the U.G.C. by cutoff date of 04.10.2025 with a minimum of 55% marks in aggregate. For ST/SC category minimum of 50% marks in aggregate is essential.
- 5.3 The candidate has to be a permanent resident of Odisha.

6. **APPLICATION FEES:** Fee of Rs. 1500/- (One thousand five hundred only) in shape of Bank Draft of State Bank of India, drawn in favor of "**Convener, M. Phil. Selection Committee, MHI, Cuttack**" Payable at **Cuttack** is to be enclosed in original along with the application. The Bank Draft is not refundable under any circumstances.

7. DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM:

- Self-attested copy of resident/ nativity certificate from the competent authority issued not before than five years.
- Self-attested copy of H.S.C. certificate.
- Self-attested copies of certificates & mark sheets of M.A/ M.Sc. /MSW or equivalent examinations
- Self-attested copy of conduct certificate from the institution last attended.
- Self-attested copy of certificate from competent authority in support of reservation category claimed.
- Two recent passport size photographs (one to be affixed in the application form and another in the Admit Card).
- One self-addressed envelope (25x 12 cms) with Rs.42/- postage stamp affixed.
- Copy of the intimation letter to the employer if applicable (vide Clause 17.6)

8. **SELECTION PROCEDURE:** The selection will be made strictly on merit determined by the marks obtained in written examination, interview and practical. Written test will be of 90 marks consisting of 90 MCQ type Questions of M.A/M.Sc. in Psychology standard for M. Phil. in Clinical Psychology course and Post graduate degree in Social work standard for M. Phil. in Psychiatric Social Work course and of 60 minutes duration. Cutting, over writing or erasing in the answer sheet will be awarded 0(zero) mark. Interview & practical will be of 10 marks. Applicants from Unreserved category will be called to appear in the interview and practical in the ratio of 1:3 and for reserved category the ratio will be 1:4.

Qualifying marks in Entrance Exam:

Category	Qualifying Percentage
Unreserved	50%
SC/ST	40%

Note –

a) In case of tie the candidate securing more marks in the qualifying examination i.e. M.A./ M.Sc in Psychology or Post graduate degree in Social work as the case may be, will be ranked senior, and if still tie exist the candidate older in age will be ranked senior to younger.

b) In case adequate number of Candidates fail to qualify in the Entrance Examination, the Selection Committee is authorized to relax the Qualifying Percentage of the Entrance Examination.

- 9.** Selected Candidates shall be admitted in the office of Director cum Medical Superintendent, Mental Health Institute, S.C.B Medical College & Hospital, Cuttack by depositing the fees along with all original documents along with CLC and NOC from the employer(Where ever applicable)
- 10. STIPEND** –Rs 10000/- per month.
- 11. HOSTEL** -Hostel facilities available inside the campus.
Hostel Fee Structure: Hostel Charges: Rs. 2700/- (Hostel Fee Rs. 1800/- +Electric Charges- Rs.900/-) per year, Caution money for Hostel- Rs. 2500/- (Refundable on completion of the course) to be payable at the time of admission in the office of Director cum Medical Superintendent, Mental Health Institute, S.C.B Medical College & Hospital.
- 12. FEE STRUCTURE**(To be payable at the time of admission in the Office of Director cum Medical Superintendent, Mental Health Institute, S.C.B Medical College & Hospital, Cuttack)-

Sl.No.	Particulars	Amount in Rupees	Remarks
1.	Tuition fee	Rs. 8000/-	Per year
2.	Library fee	Rs. 1000/-	Per Year
3.	Caution money for Library	Rs. 2000/-	Refundable on completion of the course
4.	Psychological /Psychosocial Laboratory fee	Rs.1000/-	Per year
5.	Caution money for Psychological / Psychosocial Laboratory	Rs. 2000/-	Refundable on completion of the course
6.	Identity card fee	Rs. 100/-	-----
8.	Eligibility fee	As per Utkal University norms	-----
9.	Registration fee	As per Utkal University norms	-----
10.	Examination fee	As per Utkal University norms	-----

13. RAGGING –

Ragging is banned as per the direction of Apex Court and if any incident of ragging comes to the notice of the authority, legal action as deemed proper will be taken against the candidate.

14. BOND AGREEMENT-At present there is no Bond System for the M.Phil Candidates.

15. DISCONTINUATION OF STUDIES :-

15.1. In case a trainee discontinues the course he/she will have to refund the stipend/salary if any received and a monetary penalty of Rs 50,000/- (Fifty thousand only) will be charged.

15.2. Disqualification from Continuing the Course

The trainee will be declared disqualified from continuing the course under the following circumstances:

15.2.1 Any form of misconduct with any patient / faculty member / staff (if it is confirmed by the concerned disciplinary committee approved by the Director Medical Education & Training, Odisha)

15.2.2. If disqualification is suggested by a disciplinary committee.

15.2.3. If the trainee does not appear in the examination for 3 consecutive times.

15.2.4. Submission of false documents or concealing related information.

15.2.5. If the trainee does not follow the rules and regulations of the Institute.

15.2.6. Trainee once expelled from the Institute will be disqualified to appear in any examination in M.H.I. in future.

15.2.7. If a trainee is absent from the class/clinics without prior written information for more than one month, his/her name will be struck off from the rolls.

16. LEAVE MATTERS :-

16.1. Casual leave, maximum of 15 days per academic year, shall be permitted during the course period.

16.2. For any other kinds of leave the decision of the institutional head shall be final.

17. GENERAL INSTRUCTIONS :-

17.1. Incomplete applications will be rejected. Applications received after the closing date will not be considered.

- 17.2. No communication will be provided against the rejected applications.
- 17.3. Candidates are advised to send their applications by **Registered/Speed post mentioning the “Course applied for” on the top of the Envelope**. Institute takes no responsibility for any delay in the receipt or loss of application in transit. Application submitted by any other means shall be rejected.
- 17.4. All declaration made in the application must be supported with documentary proof.
- 17.5. Candidates must bring all certificates in original on the day of interview for verification failing which they will not be allowed to appear the interview and practical exam.
- 17.6. Employees of the State or Central Government or of any public sector undertaking should apply directly to the Convener with intimation to their employer. Copy of such intimation letter is to be attached along with the application form.
- 17.7. Candidates called for entrance examination have to make their own arrangements for stay. No TA/DA is admissible for this purpose.
- 17.8. The decision of Selection Committee shall be final in the matters of the selection of candidates.
- 17.9. Candidates are strictly prohibited from undergoing any other part-time or correspondence course during the period of training.
- 17.10. Selected candidates shall have to submit the Migration Certificate and Transfer Certificate from the Board/University from which they have passed the last qualifying examination at the time of admission.
- 17.11. Institute reserves its absolute rights to modify/alter/amend the rules & regulations.

N.B.: **The candidates are advised to be in touch with the website** of Mental Health Institute, SCB MCH, Cuttack, i.e. <https://mentalhealthinstitute-scb.odisha.gov.in> **frequently for relevant information and notifications.**

APPLICATION FORM FOR M.PHIL.COURSES
CLINICAL PSYCHOLOGY/ PSYCHIATRIC SOCIAL WORK (2025-26)
MENTAL HEALTH INSTITUTE (Centre of Excellence),
SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK, ODISHA

COURSE APPLIED FOR : _____

1. Name (in block letters) : _____
2. Date of Birth : _____
3. Father's/Spouse's Name : _____
4. Mother's Name : _____
5. Permanent Address : _____

Paste recent
Passport
Size color
photograph

6. Address for Correspondence : _____

Mobile No. and e-mail (if any): _____

7. Gender : _____ 8. Marital Status : _____

9. Nationality : _____

10. Details of Educational Qualification: (M.A/M. Sc Psychology or M.S.W / M.A. Social Work or equivalent examination only)

Examination Passed-	Board/University	Year	Subjects	Percentage of Marks	Class/Div. obtained

11. Pl. tick (✓) the category: (a) ST ☐ (b) SC ☐ (c) UR ☐

12. Mention details if under any employment

13. Declaration: I do hereby declare that the information mentioned in the application form is true to the best of my knowledge and belief. If any such information is found to be false subsequently, my candidature will be rejected and legal action as deemed proper shall be taken against me.

Place:

Date:

(Signature of Applicant)

ENTRANCE EXAMINATION FOR M.PHIL. IN
CLINICAL PSYCHOLOGY/ PSYCHIATRIC SOCIAL WORK COURSE-2025-26

ADMIT CARD

NAME OF THE CANDIDATE:-

(The applicant has to write his/her name in BLOCK Letter in full)

Roll No:

Examination Centre: -Mental Health Institute,
Centre of Excellence Building, S.C.B, Medical College & Hospital, Cuttack

Date :28/10/2025 Time: 10.00 A.M.

Paste (do not
pin) A recent
passport size
Photograph

Full Signature of the Candidate

Convener
M. Phil. Selection Committee (2025-26)

Instruction to the candidate:

1. Admit Card must be produced before the Invigilator /Supervising officer of the entrance examination for verification. Candidates without the valid admit card shall be debarred from appearing the entrance examination.
2. The candidate should report One hour before the scheduled time and occupy his/her seat 30 minutes before the commencement of examination.
3. No candidate shall be allowed to the examination hall after the commencement of examination. No candidate will be allowed to leave the hall till the end of examination.
4. The candidates are not allowed to carry any sheet of paper, written or blank, except their Admit Card without envelope to the entrance Examination Hall.
5. No candidate will be allowed to enter the main building of the centre of examination with any electronic communicating device like mobile phone, pen cameras, pager and calculators etc.
6. There will be frisking of candidates at the entrance of the examination hall for prohibiting the prohibited articles.
7. Talking, gossiping or doing any sort of malpractice will lead to cancellation of candidature.
8. The candidates are instructed to bring one identity proof (Aadhar Card/Voter ID/Driving License /PAN Card/Passport) at Reporting time of Entrance Examination.