

राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान, सीहोरे

National Institute of Mental Health Rehabilitation, Sehore

दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice & Empowerment, Govt. of India

भोपाल इंदोर हाइवे, शेर्पुर, सीहोरे, मध्य प्रदेश- 466001

Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh - 466001

वेबसाइट/Website: <https://nimhr.nic.in>, फोन/Phone: 07562-223960, ईमेल/Email: nimhrsehore@gmail.com**Employment Notice 03/2025**

Applications are invited for following Group A posts of National Institute of Mental Health Rehabilitation (NIMHR), Sehore, Madhya Pradesh, an autonomous body under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment (MSJ&E), Government of India. The details are as under:

Sr. No.	Post & Pay Level of 7 CPC	Age Limit	Mode of recruitment	No. of posts/ category as per Roaster	Qualifications
1.	Deputy Registrar Level 12 (Rs. 78800-209200)	56 Years	Deputation basis	01 Post	For Deputation: (a) Officers holding analogous posts on regular basis or with three years regular service in Pay Level- 11 or with five years regular service in Pay Level 10 in the Central/ State Government, Universities/ Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization with experience in administration, finance and accounts. AND A master's degree from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed.
2.	Administrative Officer Level 10 (Rs. 56100-177500)	56 Years	Deputation basis	01 Post	For Deputation: (a) Officers holding analogous posts on regular basis or with two years on regular service in Pay Level-9 or with four years regular service in Pay Level-8 or with five years regular service in Pay Level- 7 or above in the Central/ State Government, Universities/ Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization with experience in administration, establishment, vigilance, finance and accounts, purchase and store, etc. AND A regular bachelor degree from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed.

* Deputation will be initially for a period of 3 years and thereafter extendable, after review performance on yearly basis, as per rules of GOI governing deputation time to time (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall not ordinarily exceed five years).

GENERAL TERMS & CONDITIONS:

- The applicants must apply in prescribed format (deputation basis) available on the website <https://nimhr.nic.in> of the Institute.
- As per the order of Hon'ble High Court of Madhya Pradesh Principal seat, Jabalpur: "During pendency of the writ petition no. (WP No. 12816 of 2023 at Hon'ble High Court of Madhya Pradesh Principal seat at Jabalpur", if any appointment is made against the post of Deputy Registrar, National Institute of Mental Health Rehabilitation (NIMHR), Sehore, the same shall remain subject to outcome of the writ petition". Accordingly, the appointment against the employment notice 08/2024 for the post of Deputy Registrar, National Institute of Mental Health Rehabilitation (NIMHR), Sehore, shall remain subject to outcome of the aforesaid writ petition (WP No. 12816 of 2023).
- The applicant must be a citizen of India.
- The candidates selected will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.
- The applicants serving in Government/Public Sector Undertakings/ Autonomous Bodies must send their application THROUGH PROPER CHANNEL.
- The envelope containing the application should be superscribed as Application for the post of '_____'. Also the post applied for should be clearly mentioned in the application form in the space provided and should also clearly indicate the Institute/ Centre for which application is being submitted. Applications that are received without such indication are liable to be rejected.
- The filled in applications, in the prescribed format, along with the self attested copies of certificates in support of educational qualifications, experience, caste, disability etc., must reach the **Director, National Institute of Mental Health Rehabilitation, Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh-466001** within 45 days from the date of publishing in **Employment News**. Applications received late/incomplete or not in prescribed format will not be considered.
- The applicants applying on deputation basis for the post of Deputy Registrar and Administrative Officer shall forward their application along with last five years ACRs/APARs, integrity certificate and vigilance certificate along with Certification by the Employer/ Cadre Controlling Authority (in prescribed format only) should reach through proper channel. Deputation will be governed as per GOI rules of deputation as amended from time to time.
- Mere possessing the EQ will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview is based on the shortlisting of candidates by a duly constituted Screening Committee. Only shortlisted candidates will be communicated and no interim correspondence will be entertained.
- Relaxation in upper age limit, if applicable, shall be as per the norms of GOI. The cut-off date for determining eligibility of age, qualifications and experience will be as on the last date of submission of applications.

- K. Demand Draft (non-refundable) of Rs.500/- drawn on any Nationalized Bank in favour of NIMHR, Sehore** should be submitted along with the application. No fee is prescribed for candidates belonging to SC/ST/Women/PH category. The candidate should clearly mention their name & post applied for on the back side of DD. The applications not accompanied by the required DD or the applications that are received without specifying the post applied for will not be considered.
- L.** The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- M.** All educational/professional/technical qualifications should be from a recognized Board/University.
- N.** The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- O.** The selection procedure for Group 'A' posts will be as per NIMHR norms.
- P.** The pay and allowances etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.
- Q.** Any modifications / corrigendum / updates with reference to above notification will be published on Institute's website only. Applicants are advised to visit our website <https://nimhr.nic.in/> regularly.

Director, NIMHR

राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान सीहोर

National Institute of Mental Health Rehabilitation, Sehore
दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार
Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India
भोपाल इंदौर हाइवे, शेरपुर, सीहोर, मध्य प्रदेश – 466001

Bhopal Indore Highway, Sherpur, Sehore, Madhya Pradesh – 466001

वेबसाइट/Website: <https://nimhr.nic.in>, फोन /Phone :07562-223960, ईमेल / Email: nimhrsehore@gmail.com

Employment Notice 03/2025

Applications are invited for following Group A posts of National Institute of Mental Health Rehabilitation (NIMHR), Sehore, Madhya Pradesh, an autonomous body under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment (MSJ&E), Government of India. The details are as under:

Sr. No.	Post & Pay Level of 7 CPC	Age Limit	Mode of recruitment	No. of posts/ category as per roster	Qualifications
1	Deputy Registrar Level 12 (Rs.78800-209200)	56 Years	Deputation basis	01 Post	For Deputation: (a) Officers holding analogous posts on regular basis or with three years regular service in Pay Level 11 or with five years regular service in Pay Level 10 in the Central/ State Government, Universities/ Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization with experience in administration, finance and accounts. AND A master's degree from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed.
2.	Administrative Officer Level 10 (Rs. 56100-177500)	56 Years	Deputation basis	01 Post	For Deputation: (a) Officers holding analogous posts on regular basis or with two years on regular service in Pay Level 9 or with four years regular service in Pay Level 8 or with five years regular service in Pay Level 7 or above in the Central/ State Government, Universities/ Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization with

					experience in administration, establishment, vigilance, finance and accounts, purchase and store, etc. AND A regular bachelor degree from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed.
*Deputation will be initially for a period of 3 years and thereafter extendable, after review performance on yearly basis, as per rules of GOI governing deputation time to time (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall not ordinarily exceed five years).					

GENERAL TERMS & CONDITIONS:

- A. The applicants must apply in prescribed format (deputation basis) available on the website <https://nimhr.nic.in> of the Institute.
- B. As per the order of Hon'ble High Court of Madhya Pradesh Principal seat, Jabalpur: "During pendency of the writ petition no. (WP No. 12816 of 2023 at Hon'ble High Court of Madhya Pradesh Principal seat at Jabalpur), if any appointment is made against the post of Deputy Registrar, National Institute of Mental Health Rehabilitation (NIMHR), Sehore, the same shall remain subject to outcome of the writ petition". Accordingly, the appointment against the employment notice 08/2024 for the post of Deputy Registrar, National Institute of Mental Health Rehabilitation (NIMHR), Sehore, shall remain subject to outcome of the aforesaid writ petition (WP No. 12816 of 2023).
- C. The applicant must be a citizen of India.
- D. The candidates selected will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f. 01.01.2004.
- E. The applicants serving in Government/Public Sector Undertakings/Autonomous Bodies must send their application THROUGH PROPER CHANNEL.
- F. The envelope containing the application should be superscribed as Application for the post of '_____'. Also the post applied for should be clearly mentioned in the application form in the space provided and should also clearly indicate the Institute/Centre for which application is being submitted. Applications that are received without such indication are liable to be rejected.
- G. The filled in applications, in the prescribed format, along with the self attested copies of certificates in support of educational qualifications, experience, caste, disability etc., must reach the **Director, National Institute of Mental Health Rehabilitation, Bhopal Indore Highway, Shergpur, Sehore, Madhya Pradesh – 466001 within 45 days from the date of publishing in employment news.** Applications received late/incomplete or not in prescribed format will not be considered.
- H. The applicants applying on deputation basis for the post of Deputy Registrar and Administrative Officer shall forward their application along with last five years ACRs/APARs, integrity certificate and vigilance certificate along with Certification by the Employer/ Cadre Controlling Authority (in prescribed format only) should reach through proper channel. Deputation will be governed as per GoI rules of deputation as amended from time to time.
- I. Mere possessing the EQ will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview is based on the short listing of candidates by a duly constituted Screening Committee. Only shortlisted candidates will be communicated and no interim correspondence will be entertained.
- J. Relaxation in upper age limit, if applicable, shall be as per the norms of GOI. The cutoff date for determining eligibility of age, qualifications and experience will be as on the last date of submission of applications.

- K. **Demand Draft (non-refundable) of Rs.500/- drawn on any Nationalized Bank in favour of NIMHR, Sehore** should be submitted along with the application. No fee is prescribed for candidates belonging to SC/ST/Women/PH category. The candidate should clearly mention their name & post applied for on the back side of DD. The applications not accompanied by the required DD or the applications that are received without specifying the post applied for will not be considered.
- L. The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- M. All educational/professional/technical qualifications should be from a recognized Board/University.
- N. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- O. The selection procedure for Group 'A' posts will be as per NIMHR norms.
- P. The pay and allowances etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.
- Q. Any modifications/ corrigendum/updates with reference to above notification will be published on Institute's website only. Applicants are advised to visit our website <https://nimhr.nic.in/> regularly.

Director, NIMHR

**BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR
APPOINTMENT ON DEPUTATION**

Paste self attested
passport size
photograph of
candidate

Name of applied post: -----

Employment Notification No.	Employment Notice No: 01/2025			
Application Fee details	DD No.	Date	Amount	Bank

1.	Name & Address [in Block letters]	
2.	(a) Date of Birth (in Christian era):	
	(b) Gender:	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. (<i>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.</i>)	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]
	Essential	Essential
a)	Qualification:	Qualification:

b)	Experience	Experience			
	Desirable	Desirable			
a)	Qualification:	Qualification:			
b)	Experience	Experience			
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 Qualification/ 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/ Organisation	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 / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.					
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 on deputation/contract				
c)	Name of the parent office/organization to which you belong				
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization				
Note:	1. In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)				

Note:	2. Information under Column 9(c) and (d) 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, post and other details		
11.	Additional details about present employment, please state whether working under		
a)	Central Government		
b)	State Government		
c)	Autonomous Organisations		
d)	Government Undertakings		
e)	Universities		
f)	Others		
12.	Please state whether you are working in the same Department and are in the feeder grade of 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, Grade Pay, Total emoluments]	Basic pay,	
		Grade Pay	
		Total emoluments	
15.	In case the applicant belongs to an organisation 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 Emolument
16-A	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 (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement] Note: Enclose a separate sheet, if the space is insufficient.
16-B	Achievement The candidates are requested to indicate information with regard to (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organisation (v) Any research/ Innovative measure involving official recognition (vi) 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 documents submitted in respect of Essential Qualifications/ 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_____

(As is given in ID Proof)

Address:_____

Contact Number (Mobile/Telephone),.....

.Email ID :.....

Place:

Date:

COUNTERSIGNED BY FORWARDING AUTHORITY.

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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her ~~complete ACR/APAR Dossier in original is enclosed~~/photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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)