

National Institute of Mental Health Rehabilitation, Sehore

Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India

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

Website: <https://nimhr.nic.in>. Phone:0756-2223960, Email: nimhrsehore@gmail.com

Employment Notice 07/2024

Applications are invited for following **Group A** post 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 7th CPC	Age Limit	Mode of Recruitment	No. of Posts/ category as per roster	Qualifications
1.	Administrative Officer Level 10 (Rs. 56100-177500)	For deputation - 56 Years For Direct Recruitment- 40 Years	Deputation falling which Direct Recruitment	01 Post For deputation- Reservation not applicable For Direct Recruitment- UR	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. For Direct Recruitment: Essential Qualifications: i) A regular Bachelor Degree from a recognized university with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed. AND ii) Minimum 10 years of experience in dealing with administration, establishment, vigilance, finance, purchase and store, etc. in an institution under Central Government/ State Government/ Universities/ Recognized Educational and Research Institutes/ Public Sector Undertaking/ Autonomous Bodies and Statutory Organizations out of which minimum 4 years should be in Supervisory level. B) Desirable: Post Graduate Degree in Law/ Management/ Engineering from a recognized University/ Institute.
*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/direct) available on the website <https://nimhr.nic.in> of the Institute. The applicants are advised to apply in different formats available for deputation and direct recruitment, as the case may be.
- 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 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/written test 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 cutoff date for determining eligibility of age, qualifications and experience will be as on the last date of submission of applications.
- 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.
- The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- All educational/professional/technical qualifications should be from a recognized Board /University.
- The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- The selection procedure for Group 'A' post will be as per NIMHR norms.
- The pay and allowances etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.
- Any modifications/ corrigendum/updates with reference to above notification will be published on Institute's website only. Applicants are advised to visit our website regularly.

Director, NIMHR
EN 38/90

CBC 38122/12/0012/2425



मानव विज्ञान विभाग

Department of Anthropology

दिल्ली विश्वविद्यालय
University of Delhi
दिल्ली -110007, भारत/Delhi-110007, India



Dated: 4/12/2024

Applications are hereby invited on plain paper along with resume and supporting documents for the following post in an Indian Council of Medical Research (ICMR) funded project titled "Folate metabolism in pregnancy progression and its outcome: a follow up observational genetic and epigenetic study".

Sl. No.	Position	No. of Post	Qualification	Salary (per month)
1.	Project Technical Support - III	02	M.Sc. in Anthropology or Allied Sciences.	Rs. 28,000/- + Rs. 8400 (30% HRA) = Rs. 36,400/-

The post is purely on temporary basis. Interested candidate can email their application to undersigned **within 15 days from the date of publication of this advertisement**. Shortlisted candidates will be informed via email and called for the interview. No separate interview letter will be sent and no TA/DA will be paid.

Prof. K. N. Saraswathy
(Principal Investigator)

EN 38/24 Email Id: knsaraswathyanthro@gmail.com

A-12015/05/2022-D
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Service

Central Drugs Standard Control Organization

(Drugs Section)

Ministry of Health and Family Welfare invites application from eligible candidates for filling up the post as mentioned below by deputation (including short term contract). **The last date for receiving the applications will be within 60 days from the date of publication of this advertisement in the Employment News.**

2. For further details please visit Ministry's website <https://mohfw.gov.in> or CDSCO website <https://cdsco.gov.in>.

Sl. No.	Name of the Post	Pay as per 7th CPC	No. of Post	Office for which the post is filled up
1.	Director (Vigilance)	Pay Level 13 (Rs. 1,23,100-2,15,900) of 7th CPC	1 (One)	Central Drugs Standard Control Organisation

CBC 17194/11/0014/2425 EN 38/87

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: 0756-2223960, ईमेल / Email: nimhrsehore@gmail.com

Application Format for Direct Recruitment

Affix your recent
passport size
photographs

Employment Notification No.	07/2024	Application No.		
Application for the post of	Administrative Officer- Direct Recruitment Basis			
Application Fee details	DD No.	Date	Amount	Bank

1.	Name of the applicant (in capital letters)	
2.	Father / Husband Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Gender	
5.	Nationality	
6.	Religion	
7.	Category	
8.	Are you PWD	
9.	Correspondence Address	

10.	Contact No.						
11.	E Mail ID						
12.	Permanent Address						
13.	Educational/Technical Qualifications (from 10th or equivalent and onwards)	Exam Passed	Name of the School/College/University	Division	Percentage of Marks	Year of Passing	Subjects Taken
14.	Details of Experiences:	Details of Post held (Designation / Post / Nature)	Salary Drawn (Pay Band + G.P to be mentioned in case of Govt. Organization)	Name of the Organization	Duration With dates	Nature of duties	
15.	Particulars of places (with periods of residences), where you have resided for more than one year at a time during the preceding five years. In case of stay abroad, particulars of all places where you have resided for more than one year after attaining the age of 21 years would be given:						
	FROM	TO	Residential address in full (i.e., village, thana and district H.No./lane/street/road and town)	Name of the district Head Quarters of the place mentioned in the preceding column			

16.	Do you have any relatives in NIMHR	
17.	Innovative and Developmental works undertaken	
18.	Details of published research articles, if any	
19.	Significant Achievements	
20.	Why you think you are suitable for the post you have applied for (Details within one page)	
Place:		
Date:		
Signature of the Applicant		

Application form for the Deputation Post

1. Name and 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. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualification/ Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basic	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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/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 Qwuasi-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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
<p>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.</p> <p>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.</p>			

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 Organization d) Government Undertaking e) Universities f) Other		
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 or 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		
Basis 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 Organization 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 qualification (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)		

<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measures involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>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)</p>	
<p># (The option of STC/ Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite 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 on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

**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 qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. **Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/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 of the rank of Under Secretary of the Govt. of India or above 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 case may be)

Countersigned

**_____
(Employer/Cadre Controlling Authority with Seal)**