

No. 1-1/2024-25/PMLA/Advertisement  
Government of India  
**Ministry of Finance**  
**Department of Revenue**

Applications are invited for the post of **Three Stenographers, Grade-II (Group-C) and One Court Master** in Pay Level 6, (Rs. 35400-112400) pre-revised scale pay band of PB-2 (Rs. 9300-34800+Grade Pay 4200) (Group B Posts, General Central Service) on deputation basis in Adjudicating Authority, PMLA, Department of Revenue, New Delhi on the following terms and conditions.

The eligibility conditions for deputation are as follows: -  
**Stenographer: -**

I. Holding analogous post on regular basis in the parent cadre/department; or office under the Central Govt.

II. Eight years services in the grade rendered after appointment thereto on a regular basis in Pay Level-4 (Rs. 25500-81100) in pay band 1, Rs. 5200-20200 with grade pay of Rs. 2400/ or equivalent in the parent cadre/department.

**Court Master:**

Officers under the Central/State Government/Union Territories:

I. holding analogous post on regular basis in the parent cadre or department; or

II. (a) with six years service in the grade rendered after appointment thereto on a regular basis in Pay Level - 5 (Rs. 29200-92300) in the posts of in pay band -1 Rs. 5200-20200/pre-revised) with grade pay of Rs. 2800/- or equivalent in the parent cadre/department; or

(b) with ten years service in the grade rendered after appointment thereto on a regular basis in post in Pay Level-4 (Rs. 25500-81100) pay band - 1, Rs. 5200- 20200 (pre revised) with grade pay of Rs. 2400/ or equivalent in parent cadre/department; and

III. Possessing the following educational qualification

(a) Bachelor's degree from a recognized University or Institute.

(b) Two year's experience in maintenance of record of court proceedings in a government office/department/judicial authority.

(c) Working knowledge of computers.

This maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

Terms and conditions for deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by DoPT, the Government of India from time to time. Officials who volunteer for the post will not be permitted to withdraw their name later on.

The attested photocopies of the ACRs of the applicants for the last 5 years along with Vigilance Clearance may also be sent along with his/her applications.

The applications in the given prescribed proforma (Annexure-1) along with documents, mentioned above should be forwarded through proper channel to **Administrative Officer, Adjudicating Authority, PMLA, Room No. 26, 4th Floor, Jeevan Deep Building, Parliament Street, New Delhi - 110001** within 60 days from the date of issue of this advertisement.

Application received after the closing date or without documents mentioned above or without forwarded through proper channel or otherwise incomplete will not be considered.

(Santosh Kumar)  
Administrative Officer  
ANNEXURE-1

**Application Proforma**

- Name and Address (in block letters)
- Date of birth (in Christian era)
- Date of retirement under Central/State Govt. Rules
- Educational Qualification
- 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	Qualification/ Experience Possessed by the officer
Essential:	1.	
	2.	
	3.	
Desirable	1.	
	2.	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. 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	From-To	Scale of pay and basic pay	Nature of duties (in details)

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 :

- The date of initial appointment
- Period of appointment on deputation/contract
- Name of the parent office/organization to which you belong.

10. Additional details about present employment, please state whether working under (indicate the name of your employer against the relevant column)

- Central Govt.
- State Government
- Autonomous Organizations
- Government Undertakings
- Universities
- Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.



**National Institute of Mental Health Rehabilitation, Sehore**

Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Govt. of India  
Website: <https://nimhr.nic.in>, Phone : 0756-2223960  
Email: [nimhrsehore@gmail.com](mailto:nimhrsehore@gmail.com)

**Recruitment Notice 06/2024**

National Institute of Mental Health Rehabilitation, Sehore invites applications from eligible citizens for the following posts to be filled on purely contractual basis:

S. No.	Particulars	No. of Vacancy	Consolidated Remuneration per month
01	Assistant Professor (CCCG)	01	Rs. 75,000/-
02	Lecturer (Rehabilitation/Clinical Psychology)	01	Rs. 60,000/-
03	Vocational Instructor	01	Rs. 45,000/-
04	Master Trainer (Deaf)	01	Rs. 45,000/-
05	Estate and Maintenance Officer	01	Rs. 40,000/-
06	Occupational Therapist	01	Rs. 40,000/-
07	Demonstrator (CCCG)	01	Rs. 35,000/-
08	Supervisor (DCBR)	01	Rs. 35,000/-
09	Technical Assistant	01	Rs. 30,000/-
10	Resident Assistant Warden (01 Male and 01 Female)	02	Rs. 30,000/-

For the complete details regarding educational qualifications, experience, terms and conditions etc. and to download the application form, please visit Institute's website: <https://nimhr.nic.in>. The last date of receipt of application shall be 30 days of publication of this recruitment notice in Employment News Paper. Any modification/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 38/88

CBC 38122/12/0010/2425

- Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised Pay scale.
- Total emoluments per month now drawn.
- 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 the above prescribed in the Vacancy Circular / Advertisement.
- Please state whether you are applying for Deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Government are only eligible for 'Absorption' Candidates of non-Government Organizations are eligible only for Short Term Contract)
- Whether belongs to SC/ST.
- Remarks (The candidates may indicate information with regard to):
  - Research publications and reports and special projects
  - Awards/scholarship/ official appreciation
  - Affiliation with the Professional bodies/Institutions/societies and
  - Any other information.
 (Note: Enclose a separate sheet if the space is insufficient)

**Additional information**

- Whether the present post is held on substantive basis or on officiating basis or on deputation/short term contract.
- Pay Matrix level of the present post held.
- If Pay Matrix Level in S.No. 19 above is not that of the substantive post held (i.e that on deputation/ short term contract/ ACP Scheme up gradation/MACP up gradation). Then the substantive pay (Pay Matrix Level).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_  
Signature of the Candidate \_\_\_\_\_  
Address \_\_\_\_\_

**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.

**2. Also certified that:**

- There is no vigilance or disciplinary case pending/contemplated against Sh./ Smt./\_\_\_\_\_.
- His/ her integrity is certified.
- His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/minor penalty has been imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned  
Employer with Seal

EN 38/106

**ADVERTISEMENT FOR ENGAGEMENT OF  
VARIOUS POSTS ON PURELY CONTRACTUAL  
BASIS AT NATIONAL INSTITUTE OF MENTAL  
HEALTH REHABILITATION (NIMHR), SEHORE (MP)**



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, मध्यप्रदेश-466001  
Indore Highway, Sherpur, Sehore, Madhya Pradesh-466001  
वेबसाइट/Website: <https://nimhr.nic.in>, फोन/Phone: 0756-2223960,  
ईमेल/Email: [nimhrsehore@gmail.com](mailto:nimhrsehore@gmail.com)

## Engagement on various posts on Contractual Basis at NIMHR, Sehore

National Institute of Mental Health rehabilitation (NIMHR), Sehore, an autonomous Institute of Department of Empowerment of Persons with Disabilities, Ministry of Social justice and Empowerment, Government of India intends to engage the services of young and energetic consultants in various disciplines as detailed below purely on contract basis for initially a period of 03 years (extendable on yearly basis), which may further be renewed as afresh assignment based on functional requirement or as per requirement of the Institute and satisfactory performance of the candidates.

S.No.	Particulars	No. of vacancy	Qualification	Remuneration
01.	<b>Assistant Professor (CCCG)</b>	01	<b>Essential Qualification:</b> 1. B.ED. SE(ID) with 5 years of experience OR 2. M.Ed. SE(ID) with 3 years of experience  Must be registered with RCI	Rs. 75,000/-
02.	<b>Lecturer (Rehabilitation / Clinical Psychology)</b>	01	<b>Essential Qualification:</b>  RCI recognised M.Phil in Rehabilitation/Clinical Psychology	Rs. 60,000/-
03.	<b>Vocational Instructor</b>	01	<b>Essential Qualifications for Vocational Instructor:</b> (i) Higher Secondary with Diploma in Vocational Training/ D.Ed./ B.Ed./ PG Diploma in Special Education/ Equivalent Course recognized by RCI. (ii) Minimum 2 Years of relevant Experience. (iii) Registration with RCI  <b>Desirable Qualifications:</b> Graduation with Diploma in Vocational Training.	Rs. 45,000/-
04	<b>Master Trainer (Deaf)</b>	01	<b>Essential Qualification:</b>  Graduate + Certificate in C Level/ DTISL  <b>Experience:</b> 3 Years relevant Experience	Rs. 45,000/-

05.	<b>Estate and Maintenance Officer</b>	01	<p><b>Essential Qualification:</b> i) B.E. in Civil or Electrical from a recognized University/ Institution.</p> <p><b>Experience:</b> ii) 02 years' experience in Offices under Central/ State Government/ Universities/ Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization in the relevant field.</p>	<b>Rs. 40,000/-</b>
06.	<b>Occupational Therapist</b>	01	<p><b>Essential Qualification:</b> 1. Bachelor in Occupational Therapy from recognized University. 2. Minimum 2 years' experience in the relevant field.</p> <p>Must be registered from concerned council.</p>	<b>Rs. 40,000/-</b>
07.	<b>Demonstrator (CCCG)</b>	01	<p><b>Essential Qualification:</b> 1. Diploma in Special Education or any disability sector with 2 years of experience in relevant field.  OR 2. B.Ed. SE (ID) with one year experience. 3. Must be registered with RCI</p>	<b>Rs. 35,000/-</b>
08.	<b>Supervisor (DCBR)</b>	01	<p><b>Essential Qualification:</b> Master degree in any disability discipline  OR Master degree in Social Science with degree/ diploma in Special Education. Must have a valid CRR number issued by RCI.</p> <p><b>Experience:</b> 1. 03 years post qualification experience in CBR.</p>	<b>Rs. 35,000/-</b>

09.	<b>Technical Assistant</b>	01	<p><b>Educational Qualification:</b> Bachelor of Technology IT/ Computer Science engineering from a recognized University/ Institution.</p> <p>OR</p> <p>Masters of Mass communication from a recognized University/ Institution.</p> <p><b>Experience:</b> 02 years of working experience in handling social media and website under Central/ State Government/ Universities/ recognized research institutes/ Public Sector Undertaking/ Autonomous/ Statutory organization/ reputed private firm.</p>	<b>Rs. 30,000/-</b>
10.	<b>Resident Assistant Warden</b>	02 (01 Male and 01 Female)	<p><b>Educational Qualification:</b></p> <p>(i) Graduate from recognized University/Institute. (ii) Diploma /Certificate in House Keeping /Material Management / Public Relations /Estate Management / Hygiene and Sanitation.</p> <p><b>Experience:</b> Possessing 03 years' experience of handling hostels in a Government / Autonomous /Renowned Educational Institute.</p>	<b>Rs. 30,000/-</b>

**Schedule of written test/interview is as under:**

**Scheduled Date &Time for Document verification:** As decided by the NIMHR, Sehore.

**Date &Time of written test/interview:** As decided by the NIMHR, Sehore.

**Age Limit:** Maximum age limit will be 56 years.

**Application Process:**

Duly filled and signed application form, in prescribed format only, along with the Curriculum Vitae, self-attested photocopies of all relevant certificates relating to age, qualifications and experience (s) should be forwarded to the NIMHR, Sehore through registered post at: **Director, National Institute of Mental Health Rehabilitation, Bhopal-Indore Highway, Sherpur, Sehore (M.P.)-466001** and the envelope containing the application should be superscribed as Application for the post of \_\_\_\_\_ . Applications that are received without such indication are liable to be rejected. The last date for submission of completed application is 30 days from the date of publishing of the advertisement in Employment Newspaper.

**No TA/DA will be paid for appearing in the Interview.**

- \* The above vacancies are provisional and subject to variation. The Director, NIMHR, Sehore reserves the right to cancel/increase/vary the vacancies. The cut-off date to determine the maximum age limit, essential qualifications & experience will be the last date of submission of application. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- \* The remuneration will be consolidated in nature as determined by the competent authority.

## **Other Terms and Conditions**

- i. A fixed monthly amount shall be admissible and the remuneration may be regulated as per the terms and conditions of the contract. No other allowances will be admissible.
- ii. Annual increment@3% shall be allowed during the term of the contract.
- iii. Paid leave of absence may be allowed @ 1.5 days for each completed month of service.
- iv. The term of appointment shall ordinarily be for an initial period not exceeding 3 years. Beyond 3 years it may be extended with the approval of GC of NIMHR, Sehore, provided in no case shall it be extended beyond 5 years.
- v. For Sr. No. 01&02 the contract can be renewed up to total 3 years (on yearly basis) based on the requirement & performance appraisal which is to be initiated by Director, NIMHR, Sehore and to be reviewed by Joint Secretary and/or chairperson, Executive Council of NIMHR, Sehore.
- vi. For Sr. No. 03 - 10, the contract can be renewed up to total 3 years (on yearly basis) by Director, NIMHR, Sehore based on the requirement and performance appraisal by a committee constituted by the Director, NIMHR, Sehore.
- vii. The contractual appointment would be on full time basis and they would not be permitted to take up any other commercial assignment during the period of consultancy.
- viii. The validity of the contract is subject to verification of character and antecedents of the candidate being found fit for the employment.
- ix. The engagement of Consultant/contractual staff can be terminated by the competent authority at any time without assigning any reasons thereof by giving 30 days notice. However, in case a Consultant/contractual staff wishes to resign, he can resign by giving 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
- x. Tenure of appointment on contract of retired employees should be maximum upto age of 65 years.

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, मध्यप्रदेश - 466001

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

वेबसाइट / Website: <https://nimhr.nic.in>, फोन / Phone: 0756-2223960, ईमेल / Email: [nimhrsehore@gmail.com](mailto:nimhrsehore@gmail.com)

**Application Format for Recruitment of Contractual Basis**

Paste self  
attested  
passport size  
photograph of  
candidate

Employment Notification No.		Application No.	
Application for the post of			

1.	Name of the applicant (in capital letters)						
2.	Father / Husband Name						
3.	Date of Birth						
4.	Gender						
5.	Nationality						
6.	Religion						
7.	Category						
8.	Are you PWD						
9.	Present Postal 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 or 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)					
Date:						
Place:						
Signature of the Applicant						

