

# 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](mailto:nimhrsehore@gmail.com)

## Employment Notice 08/2024

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.	Deputy Registrar Level 12 (Rs. 78800-209200)	For deputation - 56 Years For Direct Recruitment- 45 Years	Deputation failing which Direct Recruitment	01 Post For deputation- Reservation not applicable For Direct Recruitment- UR	<p><b>For Deputation:</b> (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. <b>AND</b> (b) <b>Educational qualification</b> 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.</p> <p><b>For Direct Recruitment:</b> <b>Essential Qualifications:</b> i) 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. <b>AND</b> <b>Experience:</b> ii) 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.</p>
<p>*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).</p>					

### 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.
- 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 shall forward their application along with last five years ACRs/APARs, integrity certificate and vigilance certificate alongwith 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' posts 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  
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- Aadhar Card issued by Unique Identification Authority of India (UIDAI).
  - All relevant documents (preferably in original), marks sheets(for candidates appearing in final year) upto 5th & 7th semester for regular and integrated BE/ B.Tech courses respectively and all semesters (for candidates who have completed their degree), date of birth proof (as per 10th & 12th certificate), CGPA conversion formula for BE/ B.Tech, NCC 'C' certificate issued by National Cadet Corps and a recent passport size colour photograph should be scanned in original JPG/TIFF format, for attaching the same while filling up the application. Candidates are to take print out of application and carry it while appearing for SSB interview.
  - If any scanned document is not legible/ readable for any reason the application will be rejected.
  - The application once submitted will be final and no request for amendments/change will be entertained.
- Note (4).** (a) Please read the instructions given on website carefully before finally submitting your online application.  
(b) Your candidature will be cancelled if any declaration is found wrong at any stage of selection.  
(c) Use/ Possession of narcotics is banned. Candidate may be tested for presence of drugs in the body during SSB selection/medical/training and subsequently during service. If candidate is found to be using/in possession of narcotics during any time of selection/medical/training/service, candidate would be debarred from joining the Indian Navy or be removed from service if already joined.  
(d) Your application is subject to subsequent scrutiny and the application can be rejected, if found INELIGIBLE/INVALID at any point of time.



(NOTE : Scan this QR Code to apply online.)  
EN 38/128

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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](mailto: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	<b>Administrative Officer- Direct Recruitment Basis</b>			
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)	
<p>Place:</p> <p>Date:</p> <p style="text-align: right;">Signature of the Applicant</p>		