

## 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](mailto:nimhrsehore@gmail.com)

Employment Notice: 01-2025

Applications are invited for following Group A of Composite Regional Centre for Persons with Disabilities Bhopal, Madhya Pradesh under the administrative control of National Institute of Mental Health Rehabilitation, Sehore 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/ Consolidated Remuneration	Age Limit	Mode of recruitment	No. of posts	Qualifications & Experience
1	<b>Administrative Officer, CRC Bhopal</b> Level 10 in the Pay Matrix (Rs. 56100-177500)	Maximum age limit will be 56 years for deputation	Deputation	01 (One) Post	<b>For Deputation:-</b> <b>Essential Qualification:</b> i. Post Graduate Degree/MBA from Recognized University ii. Minimum 05 (Five) Years' experience in establishment/ Administrative matters in any Govt. Organization/ Autonomous Bodies/Public Sector Undertaking /Semi- Govt/Quasi-Govt. iii. Working on an analogous post or on the post in Level-9 for more than 05 years or on the post in Level-8 for more than 08 years. <b>Essential Qualification:</b> i. Post Graduate Degree/MBA from Recognized University. ii. Minimum 05 (Five) Years' experience in establishment/ Administrative matters in any Govt. Organization/ Autonomous Bodies/Public Sector Undertaking /Semi- Govt/Quasi-Govt.
	<b>For Contract:</b> Consolidated remuneration of Rs. 50,000/- per month with provision of annual increment @3%	Maximum age limit will be 56 years (Age shall be reckoned as on closing date of receipt of application)	Contract		

i. **Deputation** will be initially for a period of 01 year 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).

ii. **On Contract** initially for a period of 01 year and thereafter extendable on yearly basis. After review of the performance, up to 5 years or till the age of 65 years whichever is earlier with the approval of GC.

\*The post of Administrative Officer, CRC Bhopal is laying vacant, as the incumbent has joined other post on deputation basis. In the event, the incumbent desires to repatriate or revert back to his parent cadre, the employment duration for this recruitment will be curtailed accordingly by serving a notice period of 30 days by NIMHR.

### GENERAL TERMS & CONDITIONS:

A. The applicants must apply in prescribed format (Deputation/Contract basis) available on the website <https://nimhr.nic.in> of the Institute. The applicants are advised to apply in different formats available for deputation and contract, as the case may be.

B. The applicant must be a citizen of India.

C. The candidates selected on Deputation basis will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.

D. The applicants serving in Government/Public Sector Undertakings/Autonomous Bodies must send their application THROUGH PROPER CHANNEL.

E. The envelope containing the application should be superscribed as Application for the post of '\_\_\_\_\_ and mode of recruitment'. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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

No. A. 12022/26/2016-E.IV  
Government of India  
**Ministry of Commerce & Industry**  
(Department of Commerce)  
Vanijya Bhavan, New Delhi

Applications are invited for the post of Vice Chancellor, Indian Institute of Foreign Trade (IIFT), New Delhi. IIFT established as a Society under the Department of Commerce in the year 1963 was granted the status of Deemed University by the University Grants Commission in 2002.

2. Details of the post are available on the website of Department of Commerce (<https://commerce.gov.in>) under "Vacancies Section", Department of Personnel and Training (<https://www.dopt.gov.in>) and IIFT's website [www.iift.ac.in](http://www.iift.ac.in).

3. Applications in prescribed format, along with requisite information, may be sent to Shri Siddharth Mahajan, Joint Secretary, Department of Commerce, Room No. 442, Vanijya Bhavan, New Delhi – 110001, latest by 21/09/2025.

EN 25/89

the required DD or the applications that are received without specifying the post applied for will not be considered.

K. The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify the selection process.

L. All educational / professional / technical qualifications should be from a recognized Board/University.

M. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.

N. The selection procedure for Group 'A' will be as per NIMHR norms.

O. The pay and allowances/ consolidated remuneration etc. are admissible as per rules applicable to Central Autonomous Body under DEPwD, MSJE, Govt. of India.

P. 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.

CBC 38122/12/0005/2526

Director NIMHR  
EN 25/101

Continued from page 50

		candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
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Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067. This proforma can be downloaded from Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in)

3. The envelope contains the application duly filled in and supported by all relevant documents should be superscribed: "Application for the post of \_\_\_\_\_ on deputation (including short term contract)."

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs with each page duly attested by the Officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

5. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

6. The last date of receipt of application in the Commission is 45 days from the date of publication of the advertisement in Employment News.

CBC 50101/11/0008/2526

EN 25/100

### General Conditions:

#### Note 1:

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 of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015 to Deputy Secretary (Admn), Room No. - 508, 5th Floor,

राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान सीहोर

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	<b>For Contract:</b> Consolidated remuneration of Rs. 50,000/- per month with provision of annual increment @3%	Maximum age limit will be 56 years (Age shall be reckoned as on closing date of receipt of application)	Contract		<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>i. Post Graduate Degree/MBA from Recognized University</li> <li>ii. Minimum 05 (Five) Years' experience in establishment/ Administrative matters in any Govt. organization/Autonomous Bodies/Public Sector Undertaking /Semi-Govt/Quasi-Govt.</li> </ul>
<p>i. <b>Deputation</b> will be initially for a period of 01 year 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> <p>ii. <b>On Contract</b> initially for a period of 01 year and thereafter extendable on yearly basis. After review of the performance. Up to 5 years or till the age of 65 years whichever is earlier with the approval of GC.</p>					



**\* The post of Administrative Officer, CRC Bhopal is laying vacant, as the incumbent has joined other post on deputation basis. In the event, the incumbent desires to repatriate or revert back to his parent cadre, the employment duration for this recruitment will be curtailed accordingly by serving a notice period of 30 days by NIMHR.**

**GENERAL TERMS & CONDITIONS:**

- A. The applicants must apply in prescribed format (Deputation/Contract basis) available on the website <https://nimhr.nic.in> of the Institute. The applicants are advised to apply in different formats available for deputation and Contract, as the case may be.
- B. The applicant must be a citizen of India.
- C. The candidates selected on Deputation basis will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f. 01.01.2004.
- D. The applicants serving in Government/Public Sector Undertakings/Autonomous Bodies must send their application THROUGH PROPER CHANNEL.
- E. The envelope containing the application should be superscribed as Application for the post of ' \_\_\_\_\_ and mode of recruitment'. 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.
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- G. 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.
- H. 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.
- I. 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.
- J. **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.
- K. The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify the selection process.
- L. All educational/professional/technical qualifications should be from a recognized Board/University.
- M. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- N. The selection procedure for Group 'A' will be as per NIMHR norms.
- O. The pay and allowances/ Consolidated remuneration etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.
- P. 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**

**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
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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> )	
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .</b>	<b>Qualifications/Experience possessed by the Officer</b>  [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the <b>candidate</b> ]
	<b>Essential</b>	<b>Essential</b>
a)	Qualification:	Qualification:

b)	Experience	Experience			
	<b>Desirable</b>	<b>Desirable</b>			
a)	Qualification:	Qualification:			
b)	Experience	Experience			
6.	Please <b>state clearly</b> whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.				
6.1	<b>Note:</b> 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. <b>Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</b>				
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

<b>*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.</b>					
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				
<b>Note:</b>	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)				

<b>Note:</b>	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	<b>Additional information</b> , if any, which you would like to mention in support of your suitability for the post.		

	<p>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]</p> <p><b>Note:</b> Enclose a separate sheet, if the space is insufficient.</p>
16-B	<p><b>Achievement</b></p> <p>The candidates are requested to indicate information with regard to</p> <ul style="list-style-type: none"> <li>(i) Research Publications and Reports and Special Projects,</li> <li>(ii) Awards/Scholarship/Official Appreciation,</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and</li> <li>(iv) Patents registered in own name or achieved for the organisation</li> <li>(v) Any research/ Innovative measure involving official recognition</li> <li>(vi) other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></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	
	# (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)**

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

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

**Application Format for Recruitment of Contractual Basis**

Employment Notification No.	Employment Notice No: 01/2025			
Application for the post of	Administrative Officer, CRC Bhopal			
Application Fee details	DD No.	Date	Amount	Bank

Paste self  
attested  
passport size  
photograph of  
candidate

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 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)						
<div>Date:</div> <div>Place:</div> <div style="text-align: right;">Signature of the Applicant</div>							