

**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT  
(ADMINISTRATION AND ACCOUNTS) ON CONTRACTUAL  
BASIS AT NATIONAL INSTITUTE OF MENTAL HEALTH  
REHABILITATION (NIMHR), SEHORE (MP)**



**राष्ट्रीयमानसिकस्वास्थ्यपुनर्वाससंस्थान – सीहोर**

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

दिव्यांगजनसशक्तिकरणविभाग, सामाजिकन्यायऔरअधिकारितामंत्रालय, भारतसरकार

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

पुरानाजिलापंचायतभवन, लूनीयाचौराहा, मंडीरोड, सीहोर, मध्यप्रदेश – 466001

Old District Panchayat Bhawan, LuniyaChauraha, Mandi road, Sehore, Madhya Pradesh-466001

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## **Engagement of Consultant 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 consultant in 'Administration &Accounts' discipline as detailed below on contract basis for a period of 1 year which may further be extended based on functional requirement or as per requirement of the Institute and satisfactory performance of the consultant.

Candidates are hereby requested to forward their Curriculum Vitae with self attested copies of all their educational qualifications and experiences.

### **1. Consultant (Administration and Accounts) - One (01) position**

#### **Terms of Reference:**

1	<b>Eligibility</b>	Candidate should be a retired Government Servant from Central/State Governments/Autonomous Bodies/Statutory Bodies/Universities who was holding a Group-A Officer post in the relevant field of his previous employment.
2	<b>Qualification &amp; Experience</b>	<b>Essential Qualifications:</b> Bachelor Degree in any discipline from recognized University/Institution. <b>Experience:</b> Having sound knowledge of Administration, Accounting and Establishment rules and regulations viz., Implementation of Pay Commissions, Fixation of Pay, Upgradation under MACP, Disciplinary Matters, Medical Claims, Recruitment, Retirement Benefits, Procurement of Goods and Services as per GFR, and other related matters of establishment/administration with at least 08 years experience in the relevant field.
3	<b>Duties</b>	i) Assisting Institute in formulating various policy documents on Establishment, Administration, and Accounts.  ii) Assisting the Institute in conducting recruitment (Faculty & Non-Faculty) as per the guidelines of Government of India. Assisting the Institute in joining and post-joining formalities of the faculty members and non-faculty being recruited for NIMHR, Sehore.  iii) Assisting the Institute in preparation of roster registers

		for various faculty and non-faculty posts.  iv) Assisting the Institute in processing of service related matters like pay fixation, retirement benefits, disciplinary matters, medical claims, leave records etc.,  v) Any other work assigned by Director, NIMHR, Sehore or any other appropriate authority of the Institute.
4	<b>Remuneration</b>	The consolidated remuneration per month is to be Rs.65,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
5	<b>Age Limit</b>	Upto 65 years of Age.
6	<b>Period of Consultancy</b>	The engagement is to be initially for 01 year which may further be extended based on functional requirement or as per requirement of the Institute and satisfactory performance of the consultant.

**Scheduled Date & Time for Document verification:** As decided by the department.

**Date & Time of interview:** As decided by the department.

#### **Application Process:**

An application along with the Curriculum Vitae, self-attested photocopies of all relevant certificates relating to age, qualifications and experience (s) and two self-attested colored passport size photograph should be brought at the time of Interview.

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

\*The above vacancy is 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 date of interview. 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. The total monthly remuneration and the pension drawn by

the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowances.

**Other Terms and Conditions:**

\*The appointment is purely on contract basis which can also be terminated at any time, on either side, by giving one month's notice or by paying one month salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole-time appointment of the NIMHR, Sehore and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/she is expected to confirm to the rules of conduct and discipline as applicable to the institute employees. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the institute or for continued contractual appointment.

\* The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection.

\*If an appointee wishes to apply somewhere else or resign within the first 03(three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any relieving letter or Experience certificate.

\*Leave: The appointee will be entitled for 1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed. The said leaves will be non-encashable and non-accruable.

\*No hostel or any other accommodation will be provided by the Institute.

\*The candidate should bring along original certificates in support of his/her age, education/professional qualification, experience etc., two recent passport size

colour photographs and two sets of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the Interview. The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.

\*No travelling or other allowances will be paid to the candidate for appearing in written examination/interview or for joining the post.

\*The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, Leave encashment etc., or any other benefits available to the Government servants, appointed on regular basis.

\*The candidate should not have been convicted by any Court of Law.

\*In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

\*The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

\*The appointee shall not be entitled to avail any allowances/ facilities being extended to the regular/permanent members of the NIMHR, Sehore.

\*The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

\*Ordinarily, office will be open on all days except Saturdays and Sundays and government holidays. However, the consultant shall be willing to devote additional hours to assist the Institute in urgent assignments.

\*The Institute works from Monday to Friday between 09:00 am to 05:30 pm with half-an-hour lunch break from 01:30 pm.

\*The consultant shall not be entitled to any kind of allowances such as DA,HRA, LTC, Medical reimbursement and residential accommodation. They will not be entitled to telephone facilities from the institute etc. However, TA may be allowed, as per institute rules, for travel inside the country in connection with the official tour, if any, as per their entitlement at the time of their retirement.

\*During the course of contractual employment candidate shall be required to maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the Competent Authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, dharna/pradarshan, etc.

\*All disputes will be subject to jurisdictions of Court of Law at Sehore.

\*Canvassing of any kind will lead to disqualification.

Sd/-  
Deputy Registrar