

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 7 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 - failing 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.

					<p style="text-align: center;">AND</p> <p>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.</p> <p>B) Desirable:</p> <p>Post Graduate Degree in Law/ Management/ Engineering from a recognized University/ Institute.</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:

- A. 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.
- B. The applicant must be a citizen of India.
- C. 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.
- 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 '_____'. 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/written test 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 from 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' posts will be as per NIMHR norms.
- O. The pay and allowances 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