

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

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 7 CPC/ Consolidated remuneration	Age Limit	Mode of recruitment	No. of posts	Qualifications & Experience
1	Administrative Officer, CRC Bhopal Level 10 in the Pay Matrix (Rs. 56100-177500)	Maximum age limit will be 56 years for deputation	Deputation	01 (One) Post	<p>For Deputation: - Essential Qualification:</p> <ul style="list-style-type: none"> 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.
	For Contract: 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>Essential Qualification:</p> <ul style="list-style-type: none"> 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.
<p>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).</p> <p>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.</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.
- 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 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**