



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
आरोग्यार्थ मनःस्वास्थ्य / Website: <https://nimhr.nic.in>, फोन / Phone : 07562-223960, ईमेल / Email: nimhrsehore@gmail.com

NIMHR/Admin/Rectt (E 57890)/673

Date: 31.07.2026

NOTICE

Sub: Recruitment of Administrative Officer on direct recruitment basis against Employment Notice No. 02/2026 published on 07-13 February 2026 in Employment Newspaper.

With reference to Employment Notice No. 02/2026 published on 07-13 February 2026 for the post of Administrative Officer on direct recruitment basis, it is notified for information of all provisionally eligible candidates that the Written Examination for the said post is tentatively scheduled to be held on **13.08.2026 (Thursday) from 01:00 P.M. to 02:00 P.M. at Composite Regional Centre for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities (Divyangjan), Bhopal, (CRC-Bhopal, Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India Punarvas Bhawan, Khajurikalan Road, Piplani, Bhopal, M.P. – 462022.** No request for change of venue/date/timing for the Selection Process shall be considered under any circumstances.

2. No candidate reporting late after commencement of Written Test will be allowed to appear in the Test. Candidates who do not appear in the Written Test will not be permitted to appear in further selection process.

3. The Selection Process for the post of Administrative Officer on Direct Recruitment basis is enclosed herewith as **Annexure-I.**

4. After the MCQ-based Written Test is over, the Answer Sheet, Question paper & Rough Sheet provided will be collected.

5. Candidates are requested to report at the scheduled date, time, and venue with a valid original Government-issued photo identity card, and a blue ballpoint pen to facilitate entry into the examination venue. Candidates may also carry one transparent water bottle. No other personal belongings shall be permitted inside the examination hall.

6. The following items are strictly prohibited inside the examination venue: Books, Calculators, Electronic gadgets, Smart Watches, Mobile/Cell Phones,

Writing Pads, Pencil Boxes, Beepers, Cameras, or any other electronic or communication devices, etc. Possession of any prohibited item may lead to disqualification from the examination.

7. In case, presently working with any Govt. organization, you are mandatorily to furnish "No Objection Certificate" in original from your present employer during the document verification before the written examination, if not submitted the application through proper channel, before the commencement of the Written Examination. Failure to produce the original NOC, wherever applicable, may result in disqualification of candidature.

8. Written Examination shall be evaluated, and the result shall be declared on the evening of the same day. Candidates are advised to regularly visit the Institute's website and check their registered e-mail for updates.

9. Among the candidates who qualify in the Written Examination, the top 06 (six) candidates, in order of merit, shall be shortlisted and called for the Interview.

10. The Interview shall be conducted on **14.08.2026** from **10:00 A.M. onwards**. Shortlisted candidates shall report for the Interview with one self-attested set of all relevant documents, the original documents for verification, and a copy of their Curriculum Vitae (CV)/Resume.

11. No TA/DA shall be admissible to candidates for attending the Written Examination and interview.

12. The Institute reserves the right for any change in venue, date, time, pattern of the Selection Process etc., without any liability on part of the Institute.

13. With reference to Notice No. NIMHR/Admin/Rectt. 02/2026 (E-27199)/448 dated 01.07.2026, candidates who were asked to submit shortfall documents and/or a No Objection Certificate (NOC) are hereby informed that they must produce the original documents for verification before the commencement of the written examination. Candidates who fail to furnish the required original shortfall documents and/or NOC at the time of document verification shall not be permitted to appear in the written examination.

14. Other important updates/addendum/corrigendum etc. will be uploaded on Institute website and no individual intimation will be provided, hence, all the provisionally eligible candidates are advised to keep visiting institute website and emails for latest update in this regard. NIMHR Sehore will not be responsible for non-intimation of communication due to candidates not checking the updates on the Website and emails regularly.

Encl: As above

Sd-
Director
NIMHR

Selection Process for Recruitment of Administrative Officer on direct recruitment basis against Employment Notice No. 02/2026

The Selection Process for the post of Administrative Officer on direct recruitment shall be as detailed below:

A. Stage-I:

1. Stage-I shall comprise Multiple Choice Questions (MCQ) Based Test. Multiple-Choice Questions (MCQ) Based Test is of a Qualifying nature and only for the purpose of shortlisting candidates for Stage-II (Interview).
2. Based on the marks obtained in the MCQ based written examination, only 06 (six) candidates shall be shortlisted for the interview in the ratio of 1:6 (one vacancy: six candidates), subject to meeting the eligibility criteria and document verification.
3. The question paper will consist of 60 Multiple Choice Objective type questions carrying 02 mark for each question. There will be negative marking of 0.5 marks for each incorrect answer.
4. The MCQ-based Written Examination shall comprise questions from General Administration, Establishment and Service Matters, General Financial Rules, Office Procedure, Public Procurement (including GeM), Government Rules and Regulations, Official Language, General Aptitude, and allied subjects relevant to the post.
5. The question paper will be only in English.
6. Written Examination shall be evaluate and the result shall be declared on the evening of the same day.
7. Among the qualified candidates, the top six (06) candidates, in order of merit, shall be shortlisted and called for the Interview.

B. Stage-II:

1. Stage-II shall consist of an Interview.
2. Selection of the candidate shall be based on his/her performance in the Interview.

Sd-
Director
NIMHR