

**ADVERTISEMENT FOR ENGAGEMENT OF STORE &
PURCHASE OFFICER (CONSULTANT) ON PURELY
CONTRACTUAL BASIS AT NATIONAL INSTITUTE OF
MENTAL HEALTH REHABILITATION (NIMHR), SEHORE (MP)**



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, मध्यप्रदेश – 466001
Bhopal – Indore Highway, Sherpur, Sehore, Madhya Pradesh-466001
वेबसाइट / Website: <https://nimhr.nic.in>, फोन / Phone: 0756-2223960,
ईमेल / Email: nimhrsehore@gmail.com

Engagement of various contractual posts on purely 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 young and energetic consultants purely on contract basis for initially a period of 01 years (extendable on yearly basis), which may further be renewed as afresh assignment based on functional requirement or as per requirement of the Institute and satisfactory performance of the candidates.

S.No.	Name of Post	No. of Vacancy	Qualifications & Experience	Remuneration
1.	Store & Purchase Officer (Consultant)	01	Essential Qualification & Experience: (i) Bachelor's Degree from a recognized University with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) Working knowledge in Computer Applications. (iii) Having 5 years working experience relating to administration/ procurement under Central/State Government/ Universities/Recognized Research Institutes/ Public Sector Undertaking/ Autonomous/ Statutory Organization. (B) Desirable (i) 2 years P.G. Diploma in Material Management or equivalent from a reputed Institution	Rs.50,000/-

2.	Optometrist (Consultant) part-time	01	Essential Qualification & Experience: Bachelor's Degree in Optometry from a recognized University with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (iii) Having 02 years working experience OR 02-year Diploma in Optometry from a recognized with 05 years working experience Experience must be acquired under a registered eye hospital or a registered ophthalmologist. II. Must be registered with the concerned Council.	Rs. 3000/- per day (Consolidated) (08 hours and 30 Minutes, as per office hours)- Once or Twice
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Schedule of written test/interview is as under:

Scheduled Date & Time for Document verification: As decided by the NIMHR, Sehore.

Date & Time of written test/interview: As decided by the NIMHR, Sehore.

Age Limit: Maximum age limit will be 56 years.

Application Process:

- i. Duly filled and signed application form, in prescribed format only, along with the Curriculum Vitae, self-attested photocopies of all relevant certificates relating to age, qualifications and experience (s) should be forwarded to the NIMHR, Sehore **through registered/speed post only** at: **Director, National Institute of Mental Health Rehabilitation, Bhopal-Indore Highway, Sherpur, Sehore (M.P.)-466001** and the envelope containing the application should be superscribed as Application for the post of _____. Applications that are received without such indication are liable to be rejected. The last date for submission of completed application is 30 days from the date of publishing of the advertisement in Employment Newspaper.

- ii. A Demand Draft (non-refundable) drawn on any Nationalized Bank in favour of NIMHR, Sehore shall be submitted along with the application form as per the following details:

S. No.	Category	Application Fee (Rs.)
1.	General / EWS / OBC	Rs. 500/-
2.	SC / ST / Women	Rs. 300/-
3.	PwBD (Persons with Benchmark Disabilities)	NIL

The Demand Draft shall be payable in favour of NIMHR, Sehore. Applications received without the prescribed fee, wherever applicable, shall be liable to be rejected. The application fee is non-refundable under any circumstances. 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.

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

- * The above vacancies are 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 last date of submission of application. 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.

Other Terms and Conditions

- i. A fixed monthly amount shall be admissible, and the remuneration may be regulated as per the terms and conditions of the contract. No other allowances will be admissible.
- ii. Annual increment@3% shall be allowed during the term of the contract.
- iii. Paid leave of absence may be allowed @ 1.5 days for each completed month of service.
- iv. The term of appointment shall ordinarily be for an initial period not exceeding 1 years. Beyond 1 years it may be extended with the approval of GC of NIMHR, Sehore.
- v. The contract can be renewed up to total 3 years (on yearly basis) based on the requirement & performance appraisal, which is to be initiated by Director, NIMHR, Sehore and to be reviewed by Joint Secretary and/or chairperson, Executive Council of NIMHR, Sehore.
- vi. In case of Group 'B' and 'C' posts, the contract may be renewed up to a total period of 03 (three) years by the Director, National Institute of Mental Health Rehabilitation (NIMHR), based on the performance appraisal conducted by a committee constituted by the Director, NIMHR.
- vii. The contractual appointment would be on full time basis, and they would not be permitted to take up any other commercial assignment during the period of consultancy.
- viii. The validity of the contract is subject to verification of character and antecedents of the candidate being found fit for the employment.
- ix. The engagement of Consultant/contractual staff can be terminated by the competent authority at any time without assigning any reasons thereof by giving 30 days notice. However, in case a Consultant/contractual staff wishes to resign, he can resign by giving 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
- x. Tenure of appointment on contract of retired employees should be maximum upto age of 65 years.

Director NIMHR