



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

NIMHR/Admin/Rectt (E 27199)/02-2026/

Date: 17.09.2026

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 recruitment to the post of Administrative Officer on Direct Recruitment basis, it is informed that the Written Examination for the said post was held on 13.08.2026 (Thursday) at the 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 & Empowerment, Government of India, Punarvas Bhawan, Khajurikalan Road, Piplani, Bhopal, Madhya Pradesh - 462022.

02. In continuation of the above, the Question Paper, Answer Key and marks obtained by the candidates in the said Written Examination are hereby published on the official website of the Institute as **Annexure-I, Annexure-II and Annexure-III** respectively, for information of all concerned.

Encl: As above

Sd/-

**Director,
NIMHR, Sehore**



“हम हिंदी में पत्राचार का स्वागत करते हैं।”



National Institute of Mental Health Rehabilitation (NIMHR)
Sehore, Madhya Pradesh.

Written Examination for the Post of Administrative Officer of NIMHR on direct recruitment basis

Total no. of Question	Total time	Max Marks
60	60 Minutes	120 Marks

Note: Before attempting the paper, please read the Instructions carefully.

Instructions:

1. The question paper will consist of Multiple-Choice Objective type questions.
2. The question paper will consist of 60 Multiple Choice Objective type questions carrying 02 mark for each question.
3. There will be negative marking 0.5 for each incorrect answer.
4. The question paper will be only in English.
5. Answer sheet will be provided by NIMHR, Sehore.
6. Use only blue ball pen to answer in the Answer sheet.
7. There is only one correct answer for each question, therefore, mention correct option only at the box designated opposite to the question number. Further, overwriting will not be considered and shall fetch zero marks.
8. Be careful and ensure no unnecessary marks on the answer sheet/ fold or attempt to deface the answer sheet, otherwise it will not be evaluated.
9. Rough work must be done on the additional sheet only and not on OMR answer sheet.
10. Do not leave the examination hall at any point of time without handing over your question paper and answer sheet to the Invigilator.
11. Candidate will not be allowed to leave the examination hall before completion of the written test.
12. The candidate will not be allowed to bring any electronic gadgets such as Cell phone, Bluetooth, smart watch etc. even in switch off mode. Any candidate who is found with the banned items or using unfair means during the exam will be disqualified and NIMHR will not be responsible for the cancellation of candidature at any stage of recruitment process.

Signature of the Candidate:

Name of the Candidate:

Ghuk19

Signature of Invigilator:

Name of Invigilator-1:

Signature of Invigilator:

Name of Invigilator-2:

Shulda

National Institute of Mental Health Rehabilitation (NIMHR)
Written Examination for the Post of Administrative Officer of NIMHR

Total 60 questions.

1. Every government department or office must set up a specific committee to handle complaints of sexual harassment. What is the name of this committee at the institutional level.

- A) Internal Complaints Committee (ICC)
- B) Central Disciplinary Board (CDB)
- C) Women Welfare Grievance Cell (WWGC)
- D) Departmental Inquiry Committee (DIC)

2. Under the RTI Act, a penalty may be imposed on the CPIO by the Information Commission principally under:

- A. Section 8
- B. Section 18
- C. Section 19
- D. Section 20

3. Which one of the following statements regarding a speaking order is incorrect.

- A. It should disclose the material considered by the authority.
- B. It should contain reasons connecting the facts with the conclusion.
- C. It may merely reproduce the recommendation of a subordinate authority without independent examination.
- D. It should demonstrate application of mind by the competent authority.

4. Match List I with List II:

List I

List II

a. Office Memorandum

1. Communication of a statutory decision published in the Gazette

b. Resolution

2. Internal instruction relating to office administration

c. Office Order

3. Communication between departments or to employees on policy matters

d. Notification

4. Formal announcement of an important government decision

Choose the correct code:

- A. a-3, b-4, c-2, d-1
- B. a-2, b-3, c-1, d-4
- C. a-4, b-1, c-3, d-2
- D. a-3, b-2, c-4, d-1

5. Consider the following statements concerning interdepartmental consultation:

1. The points on which consultation is sought should ordinarily be stated precisely.
2. A self-contained note should accompany an interdepartmental reference.
3. The consulting department may omit material facts already available in its own file.
4. A difference of opinion between departments may require resolution at a higher level.

Which statements are correct?

- A. 1, 2 and 4 only
- B. 1 and 3 only
- C. 2, 3 and 4 only
- D. 1, 2, 3 and 4

6. Which of the following is the most appropriate purpose of a "standing guard file".

- A. Preservation of confidential disciplinary cases
- B. Collection of important decisions, precedents and instructions on a continuing subject
- C. Maintenance of duplicate copies of all receipts received in a section
- D. Storage of records awaiting transfer to the National Archives

7. The principle that a file should contain sufficient material to enable the competent authority to take a decision without searching unrelated records is most closely associated with:

- A. Single-file system
- B. Self-contained noting
- C. Functional filing
- D. Parallel processing

Functional

8. Which of the following combinations is correctly matched.

- A. U.O. Note — Formal communication issued to the public
- B. D.O. Letter — Personal form of official correspondence intended to secure personal attention
- C. Memorandum — communication exclusively between constitutional authorities
- D. Resolution — routine internal instruction on distribution of duties.

9. Assertion (A): Recorded files should not be retained indefinitely merely because they may have historical value.
- Reason (R): Historical value is assessed separately from administrative and legal retention requirements.
- A. Both A and R are true, and R correctly explains A.
B. Both A and R are true, but R does not explain A.
C. A is true, but R is false.
D. A is false, but R is true.
10. Which one of the following is generally not a primary component of sound official noting.
- A. Statement of relevant facts
B. Identification of the issue requiring decision
C. Examination of applicable rules and precedents
D. Deliberate suppression of an adverse precedent to simplify decision-making
11. Under the CCS (Conduct) Rules, 1964, the general standards of conduct relating to integrity, devotion to duty and conduct becoming of a government servant are principally contained in:
- A. Rule 3
B. Rule 5
C. Rule 11
D. Rule 18
12. Which CCS (Conduct) Rule principally regulates participation by a government servant in political activities and elections?
- A. Rule 4
B. Rule 5
C. Rule 7
D. Rule 9
13. Which of the following is regulated principally under Rule 18 of the CCS (Conduct) Rules?
- A. Demonstrations and strikes
B. Private trade or employment
C. Movable, immovable and valuable property transactions
D. Connection with press or electronic media

Shukla

14. Consider the following:

1. Habitual indebtedness
2. Insolvency
3. Speculative investment
4. Lending money at interest in the ordinary course of business

Which of the above are specifically associated with restrictions or reporting obligations under the CCS (Conduct) Rules?

- A. 1 and 2 only
- B. 2 and 3 only
- C. 1, 2 and 3 only
- D. 1, 2, 3 and 4

15. Under the CCS (CCA) Rules, 1965, the penalties that may be imposed on a government servant are enumerated under:

- A. Rule 10
- B. Rule 11
- C. Rule 14
- D. Rule 16

16. Which of the following is classified as a major penalty under the CCS (CCA) Rules?

- A. Censure
- B. Withholding of promotion
- C. Recovery from pay of pecuniary loss caused to the Government
- D. Compulsory retirement.

Answer

17. Reduction to a lower stage in the time scale of pay for a specified period, without cumulative effect and without adversely affecting pension, may fall within:

- A. No penalty under any circumstances
- B. Minor penalty, subject to the terms of the order and applicable rule
- C. Major penalty in every situation
- D. Administrative warning only

18. Which rule of the CCS (CCA) Rules principally prescribes the procedure for imposing major penalties?

- A. Rule 10
- B. Rule 11
- C. Rule 14
- D. Rule 29

19. The procedure for imposing minor penalties is principally contained in:

- A. Rule 15
- B. Rule 16
- C. Rule 18
- D. Rule 23

20. Consider the following developments relating to the disability sector as reflected on the official DEPwD portal during 2026:

1. Publication of documents concerning revised guidelines for conducting competitive written public examinations for persons with disabilities
2. A notification concerning amendment to the Schedule of the RPwD Act, 2016
3. National Awards for Empowerment of Persons with Disabilities, 2026
4. Abolition of all specified-disability categories under the RPwD Act

Which of the above are correct?

- A. 1, 2 and 3 only
- B. 1 and 4 only
- C. 2 and 3 only
- D. 1, 2, 3 and 4

Shukla

21. Which of the following circumstances may result in a government servant being deemed to have been placed under suspension.

1. Detention in custody for a period exceeding forty-eight hours
2. Conviction leading to imprisonment exceeding forty-eight hours
3. Institution of any preliminary inquiry
4. Submission of a complaint to the CVC

- A. 1 and 2 only
- B. 1, 2 and 3 only
- C. 3 and 4 only
- D. 1, 2, 3 and 4

22. In a departmental inquiry, which one of the following is incorrect.

- A. The Inquiry Officer should act impartially.
- B. The Presenting Officer presents the disciplinary authority's case.
- C. The Inquiry Officer may privately collect evidence against the charged officer and rely upon it without disclosure.
- D. The charged officer should ordinarily be given a reasonable opportunity to inspect relied-upon documents.

23. PIDPI is associated with:

- A. Disclosure concerning corruption or misuse of office and protection of the complainant's identity
- B. Online processing of pension cases
- C. Public procurement through reverse auction
- D. Performance appraisal of Group A officer

24. Which combination correctly distinguishes preventive and punitive vigilance.

- A. Preventive vigilance imposes penalties; punitive vigilance redesigns systems.
- B. Preventive vigilance reduces opportunities for misconduct; punitive vigilance deals with established misconduct.
- C. Both expressions mean exactly the same thing.
- D. Punitive vigilance is restricted to criminal prosecution and never includes departmental proceedings.

25. CPGRAMS is administered at the Union level by:

- A. Department of Administrative Reforms and Public Grievances
- B. Department of Expenditure
- C. Department of Legal Affairs
- D. National Archives of India

26. Commuted Leave is ordinarily granted by debiting:

- A. Twice the amount of Earned Leave
- B. Twice the amount of Half Pay Leave
- C. An equal amount of Child Care Leave
- D. Half the amount of Extraordinary Leave

Shukla

27. Which of the following statements is correct?

- A. Extraordinary Leave always counts as qualifying service for pension.
- B. Extraordinary Leave may be granted when no other leave is admissible or when the employee specifically applies for it.
- C. Extraordinary Leave can be granted only after exhaustion of Earned Leave.
- D. Extraordinary Leave necessarily carries half-pay leave salary.

28. Child Care Leave is conceptually distinct from maternity leave because it:

- A. Is available only for childbirth
- B. Is intended for care-related requirements of eligible children, subject to prescribed conditions
- C. Is automatically admissible to every male employee
- D. Cannot be combined with any other leave

29. Select the grammatically correct sentence:

- A. Neither the Director nor the officers was willing to record their reasons.
- B. Neither the Director nor the officers were willing to record their reasons.
- C. Neither the Director or the officers were willing to record his reasons.
- D. Neither the Director nor the officers has willing to record their reasons.

30. Under the Modified Assured Career Progression Scheme, financial upgradation is principally intended to address:

- A. Transfer-related expenditure
- B. Stagnation due to absence of regular promotion within prescribed service intervals
- C. Pension commutation
- D. Disciplinary penalties affecting pay

Anuklg

31. Which statement about technical resignation is most accurate?

- A. It is identical to removal from service.
- B. It may preserve specified past-service benefits when submitted for taking up another appointment through proper channel.
- C. It automatically permits withdrawal of every pension benefit in cash.
- D. It is available only to temporary employees.

32. Lien in service jurisprudence refers primarily to:

- A. A claim over government accommodation
- B. The title of a government servant to hold substantively a permanent post
- C. A charge against pensionary benefits
- D. A right to remain indefinitely on deputation

33. A retiring employee opts to commute a portion of the pension immediately on retirement. Which statement is correct.

A. The entire pension can be commuted.

B. Commutation permanently increases the monthly pension.

C. Only the admissible portion of pension may be commuted in accordance with the CCS (Commutation of Pension) Rules, and the monthly pension is reduced by the commuted portion.

D. Commutation is available only after five years of retirement.

34. Which of the following is generally payable to the family of an eligible deceased government servant or pensioner, subject to governing rules.

A. Family pension

B. Travelling allowance

C. Joining-time pay

D. Honorarium

35. Consider the following developments relating to the disability sector as reflected on the official DEPwD portal during 2026:

1. Publication of documents concerning revised guidelines for conducting competitive written public examinations for persons with disabilities
2. A notification concerning amendment to the Schedule of the RPwD Act, 2016
3. National Awards for Empowerment of Persons with Disabilities, 2026
4. Abolition of all specified-disability categories under the RPwD Act

Which of the above are correct?

A. 1, 2 and 3 only

B. 1 and 4 only

C. 2 and 3 only

D. 1, 2, 3 and 4

Shukla

36. Under NPS terminology, PRAN stands for:

A. Permanent Retirement Account Number

B. Pension Regulation Approval Note

C. Public Retirement Allocation Number

D. Provisional Retirement Authorization Number

37. Which statement most accurately distinguishes Tier I and Tier II accounts under NPS.
- A. Tier I is the primary retirement account subject to withdrawal restrictions; Tier II is generally a voluntary savings account.
 - B. Tier II is compulsory for all employees, whereas Tier I is optional.
 - C. Both accounts have identical withdrawal and tax treatment in every respect.
 - D. Tier I is maintained only after retirement.
38. A retired Government servant dies after retirement. Two family members claim family pension simultaneously. What should the Administrative Officer do first?
- A. Sanction family pension to the eldest claimant.
 - B. Divide the family pension equally between all claimants.
 - C. Reject both claims.
 - D. Examine eligibility strictly under the CCS (Pension) Rules, verify documentary evidence, and determine the rightful beneficiary before sanction.
39. An Administrative Officer is verifying pension eligibility. Which of the following periods is generally not counted as qualifying service unless specifically covered by the applicable rules.
- A. Duty period.
 - B. Authorized leave counting as qualifying service.
 - C. Unauthorized absence (dies non) that is not regularized as qualifying service.
 - D. Period treated as duty under the rules.
40. Which of the following is not ordinarily a method of recruitment specified in Recruitment Rules?
- A. Direct recruitment
 - B. Promotion
 - C. Deputation or absorption
 - D. Informal oral selection without prescribed criteria
41. The principle that eligibility conditions should be assessed with reference to a specified date is most closely connected with:
- A. Crucial date
 - B. Vigilance angle
 - C. Sealed-cover procedure
 - D. Cooling-off period

42. A Departmental Promotion Committee principally assesses:

- A. Entitlement to pension commutation
- B. Suitability of eligible officers for promotion in accordance with applicable rules and benchmark
- C. Admissibility of medical reimbursement
- D. Validity of government procurement contracts

43. Which of the following is ordinarily relevant for determining inter se seniority?

- 1. Mode of recruitment
- 2. Order of merit or select-list position
- 3. Date of regular appointment
- 4. Applicable seniority instructions

- A. 1 and 2 only
- B. 2 and 3 only
- C. 1, 2, 3 and 4
- D. 3 and 4 only

44. A Central Government employee retires while a major penalty disciplinary proceeding, instituted before retirement, is still pending. Which of the following statements is most appropriate under the CCS (Pension) Rules, 2021.

- A. The proceedings automatically lapse on the date of retirement.
- B. The employee must be reinstated before any further action can be taken.
- C. The proceedings may continue after retirement in accordance with the CCS (Pension) Rules, and the President may pass appropriate orders based on the outcome.
- D. Only criminal proceedings can continue after retirement.

45. Which of the following is normally recorded first in the APAR workflow?

- A. Acceptance by the accepting authority
- B. Review by the reviewing authority
- C. Self-appraisal by the officer reported upon
- D. Disposal of representation against grading

Shukla

46. SPARROW stands for:

- A. System for Personnel Assessment, Review and Recording of Work
- B. Smart Performance Appraisal Report Recording Online Window
- C. Service Performance and Recruitment Review Online Workflow
- D. Systematic Personnel Appraisal and Record Regulation Office Window

47. Which statement regarding communication of APAR gradings is most accurate?

- A. Only adverse remarks can ever be communicated.
- B. APAR entries are never disclosed to the officer reported upon.
- C. Disclosure and representation are governed by applicable DoPT instructions and prescribed timelines.
- D. The Reporting Officer alone decides every representation against the APAR.

48. Reservation for Persons with Benchmark Disabilities in direct recruitment is:

- A. Purely vertical reservation
- B. Horizontal reservation operating across relevant categories
- C. Applicable only to unreserved vacancies
- D. Identical to reservation for ex-servicemen in all respects

49. A post-based reservation roster is intended primarily to:

- A. Record attendance of reserved-category employees
- B. Relate reservation to sanctioned posts in a cadre rather than merely to vacancies arising from time to time
- C. Replace Recruitment Rules
- D. Determine annual increments

50. Which of the following is not ordinarily verified before issue of an offer of appointment?

- A. Eligibility and qualification
- B. Character and antecedents, where prescribed
- C. Medical fitness, where required
- D. Candidate's willingness to surrender all statutory rights

Anuklo

51. The fundamental principle of financial propriety requires that an officer exercising financial powers should:

1. Exercise the same vigilance as a person of ordinary prudence would exercise over expenditure of personal money.
2. Ensure that expenditure is not prima facie more than the occasion demands.
3. Avoid sanctioning expenditure that directly or indirectly benefits the sanctioning authority.
4. Ignore economy where budget provision exists.

- A. 1, 2 and 3 only
- B. 1 and 4 only
- C. 2 and 3 only
- D. 1, 2, 3 and 4

52. Under GFR 2017, the standards of financial propriety are principally contained in:

- A. Rule 21
- B. Rule 33
- C. Rule 144
- D. Rule 227

53. Which GFR provision is principally associated with the fundamental principles of public buying.

- A. Rule 21
- B. Rule 144
- C. Rule 149
- D. Rule 173

54. Procurement of common-use goods and services available on the Government e-Marketplace is principally addressed under:

- A. Rule 136
- B. Rule 144
- C. Rule 149
- D. Rule 166

55. Which of the following is most consistent with public procurement principles?

- A. Framing specifications to suit a predetermined bidder without recorded justification
- B. Ensuring efficiency, economy, transparency, fair treatment and competition
- C. Dividing a demand to avoid a higher-level procurement procedure
- D. Rejecting the lowest responsive bid solely because it is the lowest

Shukla

56. Which set of conditions is covered by the National Trust Act, 1999.

- A. Blindness, low vision, leprosy-cured persons and acid-attack victims
- B. Autism, cerebral palsy, intellectual disability and multiple disabilities
- C. Hearing impairment, haemophilia and thalassemia only
- D. Mental illness and Parkinson's disease only

57. Which of the following correctly distinguishes bid security from performance security?

- A. Bid security protects performance after award; performance security discourages withdrawal before award.
- B. Bid security relates primarily to bidder conduct during the bidding process; performance security secures contractual performance after award.
- C. Both are identical and interchangeable.
- D. Performance security is collected only from unsuccessful bidders.

58. Reservation (The Rights of Persons with Disabilities Act, 2016) in government establishments for persons with benchmark disabilities is principally addressed under:

- A. Section 20
- B. Section 32
- C. Section 34
- D. Section 40

59. Which of the following is a fundamental defect in tender evaluation?

- A. Applying criteria disclosed in the bidding document
- B. Recording reasons for rejection
- C. Introducing undisclosed essential criteria after bids have been opened
- D. Seeking permissible clarifications without allowing alteration of the substance of the bid

60. Reverse auction is principally intended to:

- A. Enable bidders to progressively improve their price offers in a competitive electronic process
- B. Permit procuring entities to increase the estimated cost
- C. Replace technical evaluation in all tenders
- D. Restrict procurement to a single seller.

Shubla

END

National Institute of Mental Health Rehabilitation (NIMHR)
Sehore, Madhya Pradesh Answer Key ADO Test 12-8-26

Q.	Ans.	Q.	Ans.	Q.	Ans.
1	A	26	B	51	A
2	D	27	B	52	A
3	C	28	B	53	B
4	A	29	B	54	C
5	A	30	B	55	B
6	B	31	B	56	B
7	B	32	B	57	B
8	B	33	C	58	C
9	A	34	A	59	C
10	D	35	A	60	A
11	A	36	A		
12	B	37	A		
13	C	38	D		
14	D	39	C		
15	B	40	D		
16	D	41	A		
17	B	42	B		
18	C	43	C		
19	B	44	C		
20	A	45	C		
21	A	46	B		
22	C	47	C		
23	A	48	B		
24	B	49	B		
25	A	50	D		

Shukla

**Statement of marks of written examination held on 13.08.2026 (1.00-2.00 PM)
for the post of Administrative Officer of NIMHR, Sehore at CRC, Bhopal**

S.No.	Name of the candidate	Total Marks	Marks obtained based on the evaluation of answer-sheet
1.	Mr. Abhishek Mishra	120	92.50
2.	Mr. Rohit Kumar	120	Absent
3.	Mr. Ramveer Gurjar	120	76.00
4.	Mr. Pravendra Sharma	120	102.50
5.	Mr. Janisha SK	120	Absent
6.	Mr. Yogesh Kumar Yadav	120	100.50
7.	Mr. Shivam Shukla	120	85.00
8.	Mr. Ritesh Raj	120	86.00
9.	LT. COL. Bhaskar Garg	120	Absent
10.	Mr. Umesh Sharma	120	Absent
11.	Mr. Manish Lohani	120	Absent
12.	Mr. Kundan	120	77.50
13.	Mr. Chandan Kumar Gupta	120	Absent
14.	Mr. Sourabh Kumar	120	80.00
15.	Mr. Ankush Gaurav	120	79.50
16.	Mr. Harshit Kumar Dewangan	120	64.00
17.	Mr. Mahendra Singh Bramhe	120	Absent
18.	Mr. Yonis Pal Singh Patel	120	41.50
19.	Mr. Khilesh Kumar	120	44.50
20.	Mr. Lokesh Kumar Dehria	120	98.00
21.	Mr. Ackeesh James	120	Absent
22.	Ms. Suparna Singh	120	72.50
23.	Mr. Giridhar Suresh Kittur	120	90.50
24.	Mr. Ashish Patel	120	71.50
25.	Mr. Vinay Kumar Shukla	120	Absent

Shukla

Director, NIMHR