

**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

पुराना जिला पंचायत भवन, लूनीया चौराहा, मंडी रोड, सीहोर, मध्यप्रदेश - 466001

Old District Panchayat Bhawan, Luniya Chauraha, Mandi road, Sehore, Madhya Pradesh – 466001

वेबसाइट / Website: <https://nimhr.ac.in>, फोन / Phone: 0756-2223960, ईमेल / Email: [dy.registrar@nimhr.ac.in](mailto:dy.registrar@nimhr.ac.in)

**Employment Notice 02/2023**

Applications are invited for 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 areas under:

Sr. No.	Post & Pay Level of 7 CPC	Age Limit	Mode of recruitment	No. of post	Qualifications
<b>Group A</b>					
1	Deputy Registrar  Level 12 (Rs. 78800 – 209200)	45 Years	Direct Recruitment	01/ UR	<b>Essential Qualification and Experience:</b> A Master's 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. <b>AND</b> Working experience of 15 year in administration, finance and accounts under Central / State Government / University / Recognized Research Institutes / Public Sector Undertaking / Autonomous/Statutory Organization out of which minimum 5 years should be in Level 10 or above of pay matrix.

**GENERAL TERMS & CONDITIONS:**

- A. The applicant must be a citizen of India.
- B. 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.
- C. The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their application THROUGH PROPER CHANNEL.
- D. The envelope containing the application should be superscribed as 'Application for the post of Deputy Registrar'. 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.
- E. 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, Sehore, Old District Panchayat Bhawan, Luniya Chauraha, Mandi road, 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

- F. 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 short listed candidates will be communicated and no interim correspondence will be entertained.
- G. Relaxation in upper age limit is applicable as per the norms of GOI to SC/ST/OBC/ PH/Ex-Servicemen/employees already working in Central Government Departments. The cutoff date for determining eligibility of age will be as on the last date of submission of applications.
- H. 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.
- I. The post of Deputy Registrar is to be filled on direct recruitment basis as per the rules.
- J. The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- K. All educational/professional/technical qualifications should be from a recognized Board/University
- L. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- M. The selection procedure for Group 'A' posts will be as per NIMHR norms.
- N. The pay and allowances etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.

Director, NIMHR

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**Application Format for Group A Posts**

Employment Notification No.	Application No.		
Application for the post of			
Application Fee details	DD No.	Date	Amount
	Bank		

1.	Name of the applicant (in capital letters)						
2.	Father / Husband Name						
3.	Date of Birth						
4.	Nationality						
5.	Religion						
6.	Category						
7.	Are you PWD						
8.	Present Postal Address						
9.	Contact No.						
10.	E Mail ID						
11.	Permanent Address						
12.	Educational/Technical Qualifications (from 10th or equivalent and onwards)	Exam Passed	Name of the School/College/ University	Division	Percentage of Marks	Year of Passing	Subjects Taken
13.	Details of Experiences:	Details of Post held (Designation / Post / Nature)	Salary Drawn (Pay Band + G.P to be mentioned in case of Govt. Organization)	Name of the Organization	Duration With dates	Nature of duties	
14.	Particulars of places (with periods of residences), where you have resided for more than one year at a time during the preceding five years. In case of stay abroad, particulars of all places where you have resided for more than one year after attaining the age of 21 years would be given:						
	FROM	TO	Residential address in full (i.e., village, thana and district H.No./lane/street/road and town)	Name of the district Head Quarters of the place mentioned in the preceding column			
15.	Do you have any relatives in NIMHR						

16.	Innovative and Developmental works undertaken	
17.	Details of published research articles, if any	
18.	Significant Achievements	
19.	Why you think you are suitable for the post you have applied for (Details within one page)	
Signature of the Applicant		
Date:		
Place:		