

# National Institute of Mental Health Rehabilitation, Sehore

Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India  
Old District Panchayat Bhawan, Luniya Chauraha, Mandi Road, Sehore, Madhya Pradesh - 466001  
Website: <https://nimhr.ac.in>, Phone: 0756-2223960, E-mail: [dy.registrar@nimhr.ac.in](mailto:dy.registrar@nimhr.ac.in)

## Employment Notice 02/2021

Applications are invited for various **Group A** and **Group B** posts 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 for various posts of NIMHR are as under:

Sr. No.	Post & Pay Level of 7 CPC	Age Limit	Reserved for the category					Total	Post Identified for PWD	Qualifications
			SC	ST	OBC	UR	PWD			
<b>Group A</b>										
1.	<b>Assistant Professor (Psychiatric Nursing)</b> - Level 11 (Rs. 67700 - 208700)	40 Years	0	0	0		1 (Locomotor disability)	1	C. Locomotors disability (OA, OL, LC, Dw, AAV), D. ASD (M), SLD, MI and E.MD involving C&D.	<b>(A) Essential</b> i) M.Sc. in Psychiatric Nursing 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) 3 publications. iii) 4 years teaching experience in relevant field in a recognized institution. Medical College/University/ Institution. <b>(B) Desirable</b> i) Ph.D. in the relevant field. ii) Working experience in the field of rehabilitation of Persons with Disabilities.
2.	<b>Assistant Professor (Clinical Psychology)</b> - Level 11 (Rs. 67700 - 208700)	40 Years	0	0	0	1	0	1	C. Locomotors disability (OA, OL, LC, Dw, AAV), D. ASD (M), SLD, MI and E. MD involving C & D	<b>(A) Essential</b> i) M.Phil. in Clinical Psychology/Medical & Social Psychology from recognized University with at-least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) 3 publications. iii) Valid RCI registration iv) 4 years teaching experience in relevant field in a recognized Medical College/University/Institution. <b>(B) Desirable</b> i) Ph.D in the relevant field ii) Working rehabilitation of Persons with Disabilities experience in the field of rehabilitation of Persons with Disabilities.
3.	<b>Assistant Professor (Psychiatry)</b> - Level 11 (Rs. 67700 - 208700)	40 Years	0	0	0	1	0	1	C. Locomotors disability (OA, OL, BL, OAL, CP, LC, Dw, AAV), D. ASD (M), SLD, MI and E.MD involving C&D	<b>(A) Essential</b> i) M.D. or DNB in Psychiatry from a recognized University/National Board of Examination. ii) 3 publications. iii) 4 years teaching experience in relevant field in a recognized institution. Medical College/ University/Institution. <b>(B) Desirable</b> i) Ph.D. in the relevant field. ii) Working experience in the field of rehabilitation of Persons with Disabilities.
4.	<b>Assistant Professor (Psychiatric Social Work)</b> - Level 11 (Rs. 67700 - 208700)	40 Years	0	0	1	0	0	1	C. Locomotors disability (OA, OL, LC, Dw, AAV), D. ASD (M), SLD, MI and E. MD involving C&D	<b>(A) Essential</b> i) M.Phil. in Psychiatric Social Work 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) 3 publications. iii) 4 years teaching experience in relevant field in a recognized Medical College/University/Institution. <b>B) Desirable</b> (i) Ph. D. in the relevant field. (ii) Working experience in the field of rehabilitation of Persons with Disabilities.
5.	<b>Deputy Registrar -</b> Level 12 (Rs. 78800 - 209200)	45 Years	0	0	0	1	0	1	A. Blindness and low vision, B. Deaf & Hard of hearing, C. Locomotors disability (OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy), D.MI and E.MD involving A to D except deaf blindness	<b>Essential Qualification</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.
<b>Group B</b>										
6.	<b>Assistant Librarian -</b> Level 7 (Rs. 44900 - 142400)	35 Years	0	0	0	0	1 (Low vision)	1	A. Low vision, B. Deaf & Hard of hearing, C. Locomotors disability (OA, BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV), D.ASD (M), SLD, MI and E.MD involving A to D	<b>(A) Essential</b> i) Bachelor's degree in Library Science/Information Science/Library & Information Science/Documentation Science from a recognized University/ Institution with at-least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) Three years' working experience in a Library under Public/Private organization. <b>(B) Desirable</b> i) Master's Degree/Post Graduate Diploma in Library Science/Information Science/Library & Information Science/Documentation Science/ Library Automation and Networking/PGDCA or equivalent from a recognized University/Institution.

Continued

Sr. No.	Post & Pay Level of 7 CPC	Age Limit	Reserved for the category					Total	Post Identified for PWD	Qualifications
			SC	ST	OBC	UR	PWD			
7.	Store & Purchase Officer - Level 8 (Rs. 47600 - 151100)	35 Years	0	0	0	1	0	1	A. Blindness and low vision, B. Deaf & Hard of hearing, C. Locomotors disability (OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy), D.SLD, MI and E.MD involving A to D	(A) Essential 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/Autonomous/Statutory Organization. (B) Desirable i) 2 Years P.G. Diploma in equivalent in material management or equivalent from a reputed Institution.
8.	Accountant - Level 6 (Rs. 35400 - 112400)	30 Years	0	0	0	1	0	1	A. Blindness and low vision, B. Deaf & Hard of hearing, C. Locomotors disability (OA, BA, OL, BL, OAL, BL, OA, BLA, LC, Dw, AAV, Mdy, CP), E.MD involving C.	(A) Essential i) Bachelor's Degree in Commerce/Economics/ other related subject dealing with Financial Management from a recognized University with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. ii) Having 2 years working experience in a public/ reputed private organization/sector dealing with Accounts/Cash/Budget/other related field in financial management. iii) Working knowledge of computer. (B) Desirable i) Professional Degree/Diploma in Cost Accounts from Institute of Cost Accountants of India (ICAI).
9.	Administrative Assistant - Level 6 (Rs. 35400 - 112400)	30 Years	0	0	0	1	0	1	A. Blindness and low vision, B. Deaf & Hard of hearing, C. Locomotors disability (OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy), D.ASD (M), SLD, MI and E.MD involving A to D.	(A) Essential i) Bachelor's degree from recognized University/ Institution with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) Having 2 years working experience in the matters relating to administration, establishment, vigilance, finance, purchase and store etc. in a reputed public/private organization iii) Working knowledge of computer. (B) Desirable i) PG diploma in Computer Application.
10.	Personal Assistant - Level 6 (Rs. 35400 - 112400)	30 Years	0	0	0	1	0	1	A. Blindness and low vision, B. Hard of hearing, C. Locomotors disability (OA, OL, BL, OAL, BLA, CP, LC, Dw, AAV), D.MI and E.MD involving A to D.	Essential i) Bachelor's Degree from any recognized University with at least 55% of the marks or its equivalent grade of a point scale wherever grading system is followed. ii) Shorthand test. Dictation: 10 minutes @ 80 W.P.M. Transcription: 50 minutes (English) or 65 minutes (Hindi) on computer. iii) Knowledge of Microsoft Office. iv) Having 2 years working experience in public/ private organization.

**ABBREVIATIONS USED:** S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, B=Blind, LV=Low Vision, HH=Hearing Impaired, PP=Pulling & Pushing, CP=Cerebral Palsy, LC=Leprosy Cured, OH=Orthopedically Impaired, VH=Visually Impaired, Dw=Dwarfism, AAV=Acid Attack Victims, MD=Multiple Disabilities, MI=Mental Illness.

**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 '\_\_\_\_\_'. 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. The candidates should possess valid RC/MCI registration (if applicable) as on the last date of receipt of application.

G. 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.

H. 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.

I. 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. Separate application should be submitted for each post. 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.

J. The posts are to be filled on direct recruitment basis as per the rules.

K. The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from 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' posts will be as per NIMHR norms.

O. The selection for the Group 'B' & 'C' posts will be done based on merit as per the criteria approved by the Ministry vide Letter F.No.14-13/2015-NI, dated 11.07.2017 by dispensing the interviews as per the instructions of the DOPT vide OM.No.39020/01/2013-Estt(B)-Part, dated 29.12.2015

P. The pay and allowances etc. are admissible as per rules applicable to central autonomous body under DEPwD, MSJE, Govt. of India.

**Director, NIMHR**

**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**  
पुष्पा जिला पंचायत भवन, लुनीया चौराहा, मंडी रोड, सीहोर, मध्य प्रदेश-466001  
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ईमेल/ Email: [dy.registrar@nimhr.ac.in](mailto:dy.registrar@nimhr.ac.in)

**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			

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**राष्ट्रीय मानासक स्वास्थ्य पुनवास सस्थान, साहार**  
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दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार  
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ईमेल/ Email: [dy.registrar@nimhr.ac.in](mailto:dy.registrar@nimhr.ac.in)

**Application Format for Group B 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 or 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

Signature of the Applicant

Date:

Place:

**davp 38122/11/0003/2021**

**EN 43/31**