



**NIMHANS**  
**RECRUITMENT**  
**RULES OF**  
**ADMINISTRATIVE**  
**CADRE**

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF REGISTRAR</b> |                                                                                                                                                                  |                                                                                                                         |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                      | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                         |
| 1                                                  | Name of the Post                                                                                                                                                 | Registrar                                                                                                               |
| 2                                                  | No.of Posts                                                                                                                                                      | 01                                                                                                                      |
| 3                                                  | Pay Matrix as per 7th CPC                                                                                                                                        | Group 'A'                                                                                                               |
| 4                                                  | Pay Band and Grade Pay/ Pay Scale                                                                                                                                | In the respective time - scale of pay plus Special pay                                                                  |
| 5                                                  | Whether selection post or non selection post                                                                                                                     | Selection Post                                                                                                          |
| 6                                                  | Period of probation                                                                                                                                              | Not applicable                                                                                                          |
| 7                                                  | Age limit for direct recruitment                                                                                                                                 | No restriction                                                                                                          |
| 8                                                  | Education and other qualification required for direct recruits                                                                                                   | Not applicable.                                                                                                         |
| 9                                                  | Experience                                                                                                                                                       | Not applicable                                                                                                          |
| 10                                                 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                              | Not applicable                                                                                                          |
| 11                                                 | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not applicable                                                                                                          |
| 12                                                 | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | On deputation for a period of three years extendable upto 5 years.                                                      |
| 13                                                 | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Officers of the rank of Deputy Secretary/Deputy Commissioner in the Central/ State Service for a period of three years. |
| 14                                                 | If a DPC exists what is its composition.                                                                                                                         | As per Appendix                                                                                                         |



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National Institute of Mental Health  
& Neuro Sciences, Bengaluru-560 029

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF MEDICAL SUPERINTENDENT</b> |                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Sl.No.</b>                                                   | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1                                                               | Name of the Post                                                                                                                                                  | Medical Superintendent                                                                                                                                                                                                                                                                                                                                                                              |
| 2                                                               | No.of Posts                                                                                                                                                       | 01                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3                                                               | Grade / Category of the post                                                                                                                                      | Group 'A'                                                                                                                                                                                                                                                                                                                                                                                           |
| 4                                                               | Pay Matrix as per 7th CPC                                                                                                                                         | Level-14, PM Rs.1,44,200 - 2,18,200, Initial Pay Rs. 1,44,200/- . (Plus NPA)                                                                                                                                                                                                                                                                                                                        |
| 5                                                               | Whether selection post or non selection post                                                                                                                      | Selection Post ( in case of Promotion)                                                                                                                                                                                                                                                                                                                                                              |
| 6                                                               | Period of probation                                                                                                                                               | 2 Years                                                                                                                                                                                                                                                                                                                                                                                             |
| 7                                                               | Age limit for direct recruitment                                                                                                                                  | 50 Years Relaxable for Ex- Service men                                                                                                                                                                                                                                                                                                                                                              |
| 8                                                               | Education and other qualification required for direct recruits                                                                                                    | a) M.B.B.S 2) M. D. in Hospital Administration or Master Degree in Hospital Administration . OR equivalent qualification.<br>b) M.D. Psychiatry. D.M(Neuro) M. ch. (Neuro Surgery) with experience in Hospital Administration. Preference will be given for candidates with qualification in Hospital Administration.                                                                               |
| 9                                                               | Experience                                                                                                                                                        | Direct : a) 12 Years of experience for D.M Neurology and M. Ch Neuro Surgery or equivalent qualification from a recognised University/Institution.<br>b) 14 years experience for M. D. Psychiatry or M. D. in Hospital Administration. Or equivalent qualification.<br>Promotion : Medical Officer with 20 years of experience in the Institute, of which 10 years should be in the grade of R.M.O. |
| 10                                                              | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                                                                                                                                                                                                                                                                                                                      |
| 11                                                              | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                                                                                                                                                                                                                                                                                                                                                                      |
| 12                                                              | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | Direct/ Transfer on Deputation/ Promotion                                                                                                                                                                                                                                                                                                                                                           |
| 13                                                              | In case of recruitment by promotion/deputation /transfer / grades from which promotion/ deputation/ transfer to be made.                                          | Medical Officer of equivalent grade (Deputation)/Resident Medical Officer with 10 years of service in the grade(Promotion).                                                                                                                                                                                                                                                                         |
| 14                                                              | If a DPC exists what is its composition.                                                                                                                          | As per Appendix<br>कुलसचिव / REGISTRAR<br>राष्ट्रीय मानसिक स्वास्थ्य और<br>तंत्रिका विज्ञान संस्थान, बेंगलूरु                                                                                                                                                                                                                                                                                       |

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF RESIDENT MEDICAL OFFICER</b> |                                                                                                                                                                   |                                                                               |
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| <b>Sl.No.</b>                                                     | <b>PARTICULARS</b>                                                                                                                                                |                                                                               |
| 1                                                                 | Name of the Post                                                                                                                                                  | Resident Medical Officer                                                      |
| 2                                                                 | No.of Posts                                                                                                                                                       | 01                                                                            |
| 3                                                                 | Grade / Category of the post                                                                                                                                      | Group 'A'                                                                     |
| 4                                                                 | Pay Matrix as per 7th CPC                                                                                                                                         | Level-12, PM Rs. 78,800 - 2,09,200, Initial Pay Rs. 78,800/- (Plus NPA)       |
| 5                                                                 | Whether selection post or non selection post                                                                                                                      | Selection Post for promotion.                                                 |
| 6                                                                 | Period of probation                                                                                                                                               | Not applicable                                                                |
| 7                                                                 | Age limit for direct recruitment                                                                                                                                  | Not applicable                                                                |
| 8                                                                 | Education and other qualification required for direct recruits                                                                                                    | M.B.B.S with post graduate degree in Hospital management.                     |
| 9                                                                 | Experience                                                                                                                                                        | 5 Years of service as Sr. GDMO or 10 Years combined service as GDMO/Sr. GDMO. |
| 10                                                                | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                |
| 11                                                                | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                                                |
| 12                                                                | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | By promotion                                                                  |
| 13                                                                | In case of recruitment by promotion/deputation /transfer / grades from which promotion/ deputation/ transfer to be made.                                          | Senior GDMO                                                                   |
| 14                                                                | If a DPC exists what is its composition.                                                                                                                          | As per Appendix                                                               |



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National Institute of Mental Health  
& Neuro Sciences, Bengaluru-560 029

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                         | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1                                                                     | Name of the Post                                                                                                                                                 | Chief Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2                                                                     | No.of Posts                                                                                                                                                      | 01                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3                                                                     | Pay Matrix as per 7th CPC                                                                                                                                        | Group 'A'                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4                                                                     | Pay Band and Grade Pay/ Pay Scale                                                                                                                                | Level - 12 (PM :Rs.78,800 - 2,09,200)<br>Initial Pay Rs. 78,800/-                                                                                                                                                                                                                                                                                                                                                                          |
| 5                                                                     | Whether selection post or non selection post                                                                                                                     | Selection for Promotion                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6                                                                     | Period of probation                                                                                                                                              | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7                                                                     | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8                                                                     | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9                                                                     | Experience                                                                                                                                                       | Five Years regular service as Administrative Officer in the Grade pay of Rs. 6600 or 12 years combined service as Administrative Officer/ Asst. Administrative Officer in the Grade Pay Rs. 6600 / Rs. 4600/-.                                                                                                                                                                                                                             |
| 10                                                                    | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11                                                                    | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | by Promotion failing which by Deputation.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12                                                                    | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Promotion: Administrative Officer in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600/-<br><b>Deputation:</b> Officers from Central /State / Autonomous Bodies.<br>A) holding analogous posts on regular basis or 5 years regular service in a post in PB-3 (Rs. 15600 -39100) + Grade Pay Rs. 6600/-.<br>b) MBA (HR) or PG Diploma in Personal Management or Labour laws or Degree in Law with experience in Administration and Establishment. |
| 13                                                                    | If a DPC exists what is its composition.                                                                                                                         | as applicable to Group 'A' Posts.                                                                                                                                                                                                                                                                                                                                                                                                          |

  
**कुलसचिव / REGISTRAR**  
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 National Institute of Mental Health  
 & Neuro Sciences, Bengaluru-560 029



**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER</b> |                                                                                                                                                                  |                                                                       |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Sl.No.</b>                                                   | <b>PARTICULARS</b>                                                                                                                                               |                                                                       |
| 1                                                               | Name of the Post                                                                                                                                                 | Administrative Officer                                                |
| 2                                                               | No.of Posts                                                                                                                                                      | 06                                                                    |
| 3                                                               | Grade / Category of the post                                                                                                                                     | Group 'A'                                                             |
| 4                                                               | Pay Matrix as per 7th CPC                                                                                                                                        | Level - 11 (PM :Rs.67,700 - 2,08,700) Initial Pay Rs. 67,700/-        |
| 5                                                               | Whether selection post or non selection post                                                                                                                     | Selection Post                                                        |
| 6                                                               | Period of probation                                                                                                                                              | Not Applicable                                                        |
| 7                                                               | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                        |
| 8                                                               | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                        |
| 9                                                               | Experience                                                                                                                                                       | 5 years administration experience as Assistant Administrative Officer |
| 10                                                              | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                              | Not Applicable                                                        |
| 11                                                              | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                        |
| 12                                                              | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | By Promotion                                                          |
| 13                                                              | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Assistant Administrative Officer in the Grade pay of Rs. 4,600.       |
| 14                                                              | If a DPC exists what is its composition.                                                                                                                         | As per Appendix                                                       |

  
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 National Institute of Mental Health  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                             | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                                                         |
| 1                                                                         | Name of the Post                                                                                                                                                 | Assistant Administrative Officer                                                                                                                                                                                                        |
| 2                                                                         | No.of Posts                                                                                                                                                      | 10                                                                                                                                                                                                                                      |
| 3                                                                         | Grade / Category of the post                                                                                                                                     | Group 'B'                                                                                                                                                                                                                               |
| 4                                                                         | Pay Matrix as per 7th CPC                                                                                                                                        | Level:- 7 (PM Rs. 44,900 - 1,42,400) Initial Pay Rs.44,900/-                                                                                                                                                                            |
| 5                                                                         | Whether selection post or non selection post                                                                                                                     | Merit cum seniority cum fitness                                                                                                                                                                                                         |
| 6                                                                         | Period of probation                                                                                                                                              | Nil                                                                                                                                                                                                                                     |
| 7                                                                         | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                                                                                          |
| 8                                                                         | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                                                                                          |
| 9                                                                         | Experience                                                                                                                                                       | <b>For Promotion:</b> 3 years of regular service as Manager at NIMHANS, Bengaluru.<br><b>For Dept. Examination:</b> 2 years of regular service as Manager are eligible to take up LDCE and promotion based on merit in the examination. |
| 10                                                                        | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | i. 50% by Promotion<br>ii. 50% by Limited Departmental Exam                                                                                                                                                                             |
| 11                                                                        | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Not Applicable                                                                                                                                                                                                                          |
| 12                                                                        | If a DPC exists what is its composition.                                                                                                                         | As per Appendix                                                                                                                                                                                                                         |



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National Institute of Mental Health  
& Neuro Sciences, Bengaluru-560 029

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF MANAGER</b> |                                                                                                                                                                   |                                                                                                                                                                                                                  |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                    | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                                                                  |
| 1                                                | Name of the Post                                                                                                                                                  | Manager                                                                                                                                                                                                          |
| 2                                                | No.of Posts                                                                                                                                                       | 18                                                                                                                                                                                                               |
| 3                                                | Grade / Category of the post                                                                                                                                      | Group 'B'                                                                                                                                                                                                        |
| 4                                                | Pay Matrix as per 7th CPC                                                                                                                                         | level - 6, (PM - 35,400 - 1,12,400).<br>Initial Pay Rs. 35,400/-                                                                                                                                                 |
| 5                                                | Whether selection post or non selection post                                                                                                                      | Non - Selection Post/ by Promotion & limited Departmental Competitive Examination.                                                                                                                               |
| 6                                                | Period of probation                                                                                                                                               | Nil                                                                                                                                                                                                              |
| 7                                                | Age limit for direct recruitment                                                                                                                                  | Not applicable                                                                                                                                                                                                   |
| 8                                                | Education and other qualification required for direct recruits                                                                                                    | Not applicable                                                                                                                                                                                                   |
| 9                                                | Experience                                                                                                                                                        | <b>For promotion:</b> 5 years of regular service as SSA<br><b>For Department Examination:</b><br>3 years of regular service as SSA are eligible to take up LDCE and promotion based on merit in the examination. |
| 12                                               | Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and Percentage of the vacancies to be filled by various methods | i. 50% By Promotion<br>ii. 50% by Limited Departmental Competitive Examination from amongst SSAs with 3 years of regular service in the grade in the Institute.                                                  |
| 13                                               | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Senior Secretarial Assistant (SSA)                                                                                                                                                                               |
| 14                                               | If a DPC exists what is its composition.                                                                                                                          | —                                                                                                                                                                                                                |



**कुलसचिव / REGISTRAR**

राष्ट्रीय मानसिक स्वास्थ्य और

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National Institute of Mental Health  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF SENIOR SECRETARIAL ASSISTANT</b> |                                                                                                                                                                  |                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                         | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                                                     |
| 1                                                                     | Name of the Post                                                                                                                                                 | Senior Secretarial Assistant                                                                                                                                                                                                        |
| 2                                                                     | No.of Posts                                                                                                                                                      | 54                                                                                                                                                                                                                                  |
| 3                                                                     | Grade / Category of the post                                                                                                                                     | Group 'C'                                                                                                                                                                                                                           |
| 4                                                                     | Pay Matrix as per 7th CPC                                                                                                                                        | Level -4 PM Rs.25,500 - 81,100, Initial Pay Rs. 25,500/-.                                                                                                                                                                           |
| 5                                                                     | Whether selection post or non selection post                                                                                                                     | Selection Post for Promotion by Limited Departmental Competitive Examination.                                                                                                                                                       |
| 6                                                                     | Period of probation                                                                                                                                              | Not Applicable                                                                                                                                                                                                                      |
| 7                                                                     | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                                                                                      |
| 8                                                                     | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                                                                                      |
| 9                                                                     | Experience                                                                                                                                                       | <p><b>For promotion:</b><br/>8 years of regular service as JSA</p> <p><b>For Departmental Examination:</b><br/>4 years of regular services as JSA are eligible to take up LDCE and promotion based on merit in the examination.</p> |
| 12                                                                    | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | <p>i. 50% by Promotion<br/>ii. 50% by Limited Departmental Competitive Examination from amongst JSAs with 4 years of regular service in the grade in the Institute.</p>                                                             |
| 13                                                                    | In case of recruitment by promotion / deputation /absorption grades from which promotion/deputation absorption to be made.                                       | Junior Secretarial Assistant.                                                                                                                                                                                                       |
| 14                                                                    | If a DPC exists what is its composition.                                                                                                                         | -                                                                                                                                                                                                                                   |



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# NIMHANS - BENGALURU - 29

| RECRUITMENT RULES FOR THE POST OF JUNIOR SECRETARIAL ASSISTANT |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sl.No.                                                         | PARTICULARS                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1                                                              | Name of the Post                                                                                                                                               | Junior Secretarial Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2                                                              | No.of Posts                                                                                                                                                    | 57                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3                                                              | Grade / Category of the post                                                                                                                                   | Group 'C'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4                                                              | Pay Matrix as per 7th CPC                                                                                                                                      | Level - 2, Rs. 19,900 - 63,200/-<br>Initial Pay of Rs.19,900/-.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5                                                              | Whether selection post or non selection post                                                                                                                   | a. Selection post is case of Direct Recruitment.<br>b. Non - Selection Post in case of Promotion.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6                                                              | Period of probation                                                                                                                                            | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7                                                              | Age limit for direct recruitment                                                                                                                               | 27 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8                                                              | Education and other qualification required for direct recruits                                                                                                 | 1) Any Bachelor Degree from a recognized University.<br>2) Skill test norms on Computers English typing @ 35 wpm or Hindi typing @30 wpm. Time allowed 10 mnts.<br>35 wpm and 30 wpm correspond to 10500 KDPH and 9000 KDPH respectively, on an average of 5 key depressions for each work.<br><b>Promotion:</b><br>Office Assistants / Hospital Assistants in GP Rs.1800 with SSLC qualification who have undergone Computer Training from a reputed Organization / Institute and who passes the examination conducted by the Institute. |
| 9                                                              | Experience                                                                                                                                                     | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10                                                             | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                            | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 11                                                             | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                     | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 12                                                             | Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and Percentage of the vacancies to be filled by various methods | Direct: (90%) Promotion (10%) based on qualifying a departmental competitive examination consisting one paper for 100 marks.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 13                                                             | In case of recruitment by promotion /deputation/transfer grades from which promotion/deputation/transfer to be made.                                           | Group 'C' employees in the Grade pay of Rs. 1800/- designed as Office Assistants.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 14                                                             | If a DPC exists what is its composition                                                                                                                        | As per Appendix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT /HOSPITAL ASSISTANT</b> |                                                                                                                                                                  |                                                                  |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Sl.No.</b>                                                                 | <b>PARTICULARS</b>                                                                                                                                               |                                                                  |
| 1                                                                             | Name of the Post                                                                                                                                                 | Office Assistant/Hospital Assistant/<br>Multi-Tasking Staff      |
| 2                                                                             | No.of Posts                                                                                                                                                      | 574                                                              |
| 3                                                                             | Grade / Category of the post                                                                                                                                     | Group 'C'                                                        |
| 4                                                                             | Pay Matrix as per 7th CPC                                                                                                                                        | Level -1, PM :Rs.18,000 - 56,900.<br>Initial pay of Rs. 18,000/- |
| 5                                                                             | Whether selection post or non selection post                                                                                                                     | Selection post is case of Direct Recruitment.                    |
| 6                                                                             | Period of probation                                                                                                                                              | 2 Years                                                          |
| 7                                                                             | Age limit for direct recruitment                                                                                                                                 | 27 Years                                                         |
| 8                                                                             | Education and other qualification required for direct recruits                                                                                                   | S.S.L.C /I.T.I                                                   |
| 9                                                                             | Experience                                                                                                                                                       | Not Applicable                                                   |
| 10                                                                            | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                   |
| 11                                                                            | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | Direct Recruitment                                               |
| 12                                                                            | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Not Applicable                                                   |
| 13                                                                            | If a DPC exists what is its composition.                                                                                                                         | As per Appendix                                                  |



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 & Neuro Sciences, Bengaluru-560 029

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF LEGAL ASSISTANT</b> |                                                                                                                                                                   |                                                                                                                                                                                                                           |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                            | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                                                                           |
| 1                                                        | Name of the Post                                                                                                                                                  | Legal Assistant                                                                                                                                                                                                           |
| 2                                                        | No.of Posts                                                                                                                                                       | 01                                                                                                                                                                                                                        |
| 3                                                        | Grade / Category of the post                                                                                                                                      | Group 'C'                                                                                                                                                                                                                 |
| 4                                                        | Pay Matrix as per 7th CPC                                                                                                                                         | Level - 5 - Rs. 29,200 - Rs. 92,300/-<br>Initial Pay of Rs. 29,200/-                                                                                                                                                      |
| 5                                                        | Whether selection post or non selection post                                                                                                                      | Selection Post for Direct Recruitment.                                                                                                                                                                                    |
| 6                                                        | Period of probation                                                                                                                                               | 2 Years                                                                                                                                                                                                                   |
| 7                                                        | Age limit for direct recruitment                                                                                                                                  | 35 Years                                                                                                                                                                                                                  |
| 8                                                        | Education and other qualification required for direct recruits                                                                                                    | A Graduate in Arts/ Science/ Commerce and in Law<br>2 years experience in Central Government or Autonomous Body, following Central Government regulations. The Candidate should be fully conversant with CCS (CCA) Rules. |
| 9                                                        | Experience                                                                                                                                                        | As in column No. 8                                                                                                                                                                                                        |
| 10                                                       | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Yes                                                                                                                                                                                                                       |
| 11                                                       | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | N.A.                                                                                                                                                                                                                      |
| 12                                                       | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | Direct Recruitment                                                                                                                                                                                                        |
| 13                                                       | In case of recruitment by promotion/deputation /transfer / grades from which promotion/ deputation/ transfer to be made.                                          | N.A                                                                                                                                                                                                                       |
| 14                                                       | If a DPC exists what is its composition.                                                                                                                          | -                                                                                                                                                                                                                         |

  
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 National Institute of Mental Health  
 & Neuro Sciences, Bengaluru-560 029



**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF FINANCIAL ADVISOR &amp; CHIEF ACCOUNTS OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                                           | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                |
| 1                                                                                       | Name of the Post                                                                                                                                                 | Financial Advisor & Chief Accounts Officer                                                                                                                                                                                                                                                                                                                     |
| 2                                                                                       | No.of Posts                                                                                                                                                      | 01                                                                                                                                                                                                                                                                                                                                                             |
| 3                                                                                       | Grade / Category of the post                                                                                                                                     | Group 'A'                                                                                                                                                                                                                                                                                                                                                      |
| 4                                                                                       | Pay Matrix as per 7th CPC                                                                                                                                        | Level - 13, Rs.1,23,100 - 2,15,900.<br>Initial Pay of Rs.1,23,100/-                                                                                                                                                                                                                                                                                            |
| 5                                                                                       | Whether selection post or non selection post                                                                                                                     | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 6                                                                                       | Period of probation                                                                                                                                              | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 7                                                                                       | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 8                                                                                       | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 9                                                                                       | Experience                                                                                                                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 10                                                                                      | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |
| 11                                                                                      | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | Transfer on Deputation from among the members of India Audit and Accounts Service in the rank of Senior Deputy Accountant General OR<br>From among the officer of the equivalent rank of Senior Deputy Accountant General from the Organised Accounts Services under the Ministry of finance, Defence , Railways, Department of posts, Tele-communication etc. |
| 12                                                                                      | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Senior Deputy Accountant General of I A and AD or equivalent grades of officers from organised Accounts Services of Govt. of India.                                                                                                                                                                                                                            |
| 13                                                                                      | If a DPC exists what is its composition.                                                                                                                         | Not Applicable                                                                                                                                                                                                                                                                                                                                                 |

  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF<br/>DEPUTY FINANCIAL ADVISOR &amp; CHIEF ACCOUNTS OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                                                      | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                        |
| 1                                                                                                  | Name of the Post                                                                                                                                                 | Deputy Financial Advisor & Chief Accounts Officer                                                                                                                                                      |
| 2                                                                                                  | No.of Posts                                                                                                                                                      | 01                                                                                                                                                                                                     |
| 3                                                                                                  | Grade / Category of the post                                                                                                                                     | Group 'A'                                                                                                                                                                                              |
| 4                                                                                                  | Pay Band and Grade Pay/ Pay Scale                                                                                                                                | Level - 11, Rs.67,700 - 2,08,700/-.<br>Initial Pay of Rs.67,700/-                                                                                                                                      |
| 5                                                                                                  | Whether selection post or non selection post                                                                                                                     | Not Applicable                                                                                                                                                                                         |
| 6                                                                                                  | Period of probation                                                                                                                                              | Not Applicable                                                                                                                                                                                         |
| 7                                                                                                  | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                                                         |
| 8                                                                                                  | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                                                         |
| 9                                                                                                  | Experience                                                                                                                                                       | Not Applicable                                                                                                                                                                                         |
| 10                                                                                                 | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                                                         |
| 11                                                                                                 | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | Transfer on Deputation.                                                                                                                                                                                |
| 12                                                                                                 | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Sr. Audit officers/ Accounts Officers who are qualified in S.O.G (Civil) or (Commercial) Examination of IA & AD or similar Examination of any other Organised Accounts Departments of Govt. of Indian. |
| 13                                                                                                 | If a DPC exists what is its composition.                                                                                                                         | Not Applicable                                                                                                                                                                                         |

  
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 National Institute of Mental Health  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                    |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                             | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                    |
| 1                                                         | Name of the Post                                                                                                                                                 | Accounts Officer                                                                                                                                                   |
| 2                                                         | No.of Posts                                                                                                                                                      | 02                                                                                                                                                                 |
| 3                                                         | Grade / Category of the post                                                                                                                                     | Group 'A'                                                                                                                                                          |
| 4                                                         | Pay Matrix as per 7th CPC                                                                                                                                        | Level - 10, PM Rs.56,100 - 1,77,500, Initial Pay Rs. 56,100/-                                                                                                      |
| 5                                                         | Whether selection post or non selection post                                                                                                                     | Selection Post for Promotion.                                                                                                                                      |
| 6                                                         | Period of probation                                                                                                                                              | 2 Years                                                                                                                                                            |
| 7                                                         | Age limit for direct recruitment                                                                                                                                 | Not Applicable                                                                                                                                                     |
| 8                                                         | Education and other qualification required for direct recruits                                                                                                   | Not Applicable                                                                                                                                                     |
| 9                                                         | Experience                                                                                                                                                       | 2 Years of experience as Asst. Accounts Officer (For Promotion)                                                                                                    |
| 10                                                        | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                     |
| 11                                                        | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | By Promotion failing which by Transfer on Deputation.                                                                                                              |
| 12                                                        | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Asst. Accounts Officer of NIMHANS in the G.P. of Rs. 4,600/- OR<br>AAOs of any other Organised Accounts Department with two years of regular service in the grade. |
| 13                                                        | If a DPC exists what is its composition.                                                                                                                         | Not Applicable                                                                                                                                                     |

  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF ASSISTANT ACCOUNTS OFFICER</b> |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                       | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                      |
| 1                                                                   | Name of the Post                                                                                                                                                 | Assistant Accounts Officer                                                                                                                                                                                                                                                                                                                           |
| 2                                                                   | No.of Posts                                                                                                                                                      | 02                                                                                                                                                                                                                                                                                                                                                   |
| 3                                                                   | Grade / Category of the post                                                                                                                                     | Group 'B'                                                                                                                                                                                                                                                                                                                                            |
| 4                                                                   | Pay Matrix as per 7th CPC                                                                                                                                        | Level-7, Rs.44,900 - 1,42,400.<br>Initial Pay of Rs. 44,900/-                                                                                                                                                                                                                                                                                        |
| 5                                                                   | Whether selection post or non selection post                                                                                                                     | Selection post for promotion.                                                                                                                                                                                                                                                                                                                        |
| 6                                                                   | Period of probation                                                                                                                                              | Not applicable                                                                                                                                                                                                                                                                                                                                       |
| 7                                                                   | Age limit for direct recruitment                                                                                                                                 | Not applicable                                                                                                                                                                                                                                                                                                                                       |
| 8                                                                   | Education and other qualification required for direct recruits                                                                                                   | M.Com/ ICWA(intermediate) or CA Part- 1 or by deputation from AG's office with SAS qualification should be well versed with establishment matters, budgets maintenance of GPF , CPF, Pension fund accounts, taxation rules, passing of bills etc. Should posses knowledge in compilation of commercial accounts or by promotion amongst Accountants. |
| 9                                                                   | Experience                                                                                                                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                       |
| 10                                                                  | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                       |
| 11                                                                  | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | By Promotion from amongst Internal Employees of Accounts Division failing which by deputation.                                                                                                                                                                                                                                                       |
| 12                                                                  | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | N.A                                                                                                                                                                                                                                                                                                                                                  |
| 13                                                                  | If a DPC exists what is its composition.                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                      |



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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF ACCOUNTANT</b> |                                                                                                                                                                  |                                                                                                                                                                                                               |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                       | <b>PARTICULARS</b>                                                                                                                                               |                                                                                                                                                                                                               |
| 1                                                   | Name of the Post                                                                                                                                                 | Accountant                                                                                                                                                                                                    |
| 2                                                   | No.of Posts                                                                                                                                                      | 10                                                                                                                                                                                                            |
| 3                                                   | Grade / Category of the post                                                                                                                                     | Group 'B'                                                                                                                                                                                                     |
| 4                                                   | Pay Matrix as per 7th CPC                                                                                                                                        | Level -6, PM Rs.35,400 - 1,12,400/-<br>Initial Pay Rs. 35,400/-                                                                                                                                               |
| 5                                                   | Whether selection post or non selection post                                                                                                                     | Selection post.                                                                                                                                                                                               |
| 6                                                   | Period of probation                                                                                                                                              | 2 Years (during this period directly recruited candidates are required to qualify the Departmental Examination conducted by the Institute)                                                                    |
| 7                                                   | Age limit for direct recruitment                                                                                                                                 | 30 Years                                                                                                                                                                                                      |
| 8                                                   | Education and other qualification required for direct recruits                                                                                                   | i) A first class Bachelors degree in Commerce from a recognized University/institution,<br>ii) Certificate course in Computer applications/tally Accounting Software, VAT etc. from a recognized Institution. |
| 9                                                   | Experience                                                                                                                                                       | Three years experience in the areas of Accounting and financial procedures including experience in preparation of final accounts preferably, of Central Autonomous Bodies.                                    |
| 10                                                  | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                       | Not Applicable                                                                                                                                                                                                |
| 11                                                  | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and Percentage of the vacancies to be filled by various methods | By Direct recruitment.                                                                                                                                                                                        |
| 12                                                  | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                         | Not applicable                                                                                                                                                                                                |
| 13                                                  | If a DPC exists what is its composition.                                                                                                                         | As applicable to Group 'B' Officers                                                                                                                                                                           |

  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF HINDI OFFICER</b> |                                                                                                                                                                   |                                                                                                      |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                          | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                      |
| 1                                                      | Name of the Post                                                                                                                                                  | Hindi Officer                                                                                        |
| 2                                                      | No.of Posts                                                                                                                                                       | 01                                                                                                   |
| 3                                                      | Grade / Category of the post                                                                                                                                      | Group A                                                                                              |
| 4                                                      | Pay Matrix as per 7th CPC                                                                                                                                         | Level -10, PM Rs.56,100 - 1,77,500/-<br>Initial Pay Rs.53,100/-                                      |
| 5                                                      | Whether selection post or non selection post                                                                                                                      | Selection post.                                                                                      |
| 6                                                      | Period of probation                                                                                                                                               | 2 Years                                                                                              |
| 7                                                      | Age limit for direct recruitment                                                                                                                                  | 35 years                                                                                             |
| 8                                                      | Education and other qualification required for direct recruits                                                                                                    | 1st or 2nd class Master's Degree in Hindi from a recognized University with good knowledge in Hindi. |
| 9                                                      | Experience                                                                                                                                                        | 5 years experience in Hindi translation from English to Hindi and Vice - versa.                      |
| 10                                                     | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                       |
| 11                                                     | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                                                                       |
| 12                                                     | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | Direct Recruitment                                                                                   |
| 13                                                     | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Not applicable                                                                                       |
| 14                                                     | If a DPC exists what is its composition.                                                                                                                          | -                                                                                                    |

  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF SENIOR HINDI TRANSLATOR</b> |                                                                                                                                                                   |                                                                                                                                                                              |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                    | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                              |
| 1                                                                | Name of the Post                                                                                                                                                  | Senior Hindi Translator                                                                                                                                                      |
| 2                                                                | No.of Posts                                                                                                                                                       | 01                                                                                                                                                                           |
| 3                                                                | Grade / Category of the post                                                                                                                                      | Group B'                                                                                                                                                                     |
| 4                                                                | Pay Matrix as per 7th CPC                                                                                                                                         | Level-7, PM Rs.44,900 - 1,42,400, Basic Pay Rs.44,900/-.                                                                                                                     |
| 5                                                                | Whether selection post or non selection post                                                                                                                      | Selection Post                                                                                                                                                               |
| 6                                                                | Period of probation                                                                                                                                               | 2 Years                                                                                                                                                                      |
| 7                                                                | Age limit for direct recruitment                                                                                                                                  | 30 years for direct recruitment.                                                                                                                                             |
| 8                                                                | Education and other qualification required for direct recruits                                                                                                    | a) Master degree of a recognized University in Hindi/English<br>b) Diploma/ Certificate in translation from English to Hindi and vice - Versa from a recognized Institution. |
| 9                                                                | Experience                                                                                                                                                        | Two years experience in translation of scientific /technical material from English to Hindi and vice versa in Central/State Govt./Govt. organizations.                       |
| 10                                                               | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                                                                                               |
| 11                                                               | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Yes                                                                                                                                                                          |
| 12                                                               | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | By promotion from Hindi Translator (Jr) with 5 years of Experience failing which Direct Recruitment.                                                                         |
| 13                                                               | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Inservice person with requisite qualification and experience. 10 years in the G. P. of Rs.2400/ 6 years in the G. P. of Rs.2800.                                             |
| 14                                                               | If a DPC exists what is its composition.                                                                                                                          | —                                                                                                                                                                            |



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National Institute of Mental Health  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR ( JUNIOR)</b> |                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No</b>                                                        | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1                                                                   | Name of the Post                                                                                                                                                  | Hindi Translator(Junior)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2                                                                   | No.of Posts                                                                                                                                                       | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3                                                                   | Grade / Category of the post                                                                                                                                      | Group B'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4                                                                   | Pay Matrix as per 7th CPC                                                                                                                                         | Level -6, PM Rs.35,400 - 1,12,400, Basic Pay Rs.35,400/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5                                                                   | Whether selection post or non selection post                                                                                                                      | Selection Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6                                                                   | Period of probation                                                                                                                                               | 2 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7                                                                   | Age limit for direct recruitment                                                                                                                                  | 28 years (for direct recruitment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 8                                                                   | Education and other qualification required for direct recruits                                                                                                    | <p>Master degree of a recognized University in Hindi/ English, with English /Hindi as a compulsory subject or a medium of examination at degree level.</p> <p>OR</p> <p>Master degree of a recognized University in any subject other than Hindi/English, with Hindi and English as compulsory/ elective subject or either of the 2 as medium of examination and other as a compulsory/ elective subjective at degree level.</p> <p>OR</p> <p>Master degree of a recognized University in any subject other than Hindi/English, with Hindi/English medium and English /Hindi as a compulsory/ elective subject or as a medium of examination at degree level.</p> <p>OR</p> <p>Bachelor's degree of a recognized University with Hindi and English as compulsory/ elective subject or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized diploma/ certificate course in translation from Hindi to English &amp; vice - versa or two years of experience of translation work from Hindi to English and vice - versa in Central / State Govt. Officers, including Govt. of India Undertaking.</p> |
| 9                                                                   | Experience                                                                                                                                                        | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10                                                                  | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 11                                                                  | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12                                                                  | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | Direct/Deputation/ Transfer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 13                                                                  | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | <p>In-service personnel with requisite qualification &amp; experience will also be eligible for consideration</p> <p align="right"> <br/> <b>कुलसचिव / REGISTRAR</b><br/> <b>राष्ट्रीय मानसिक स्वास्थ्य और</b><br/> <b>तंत्रिका विज्ञान संस्थान, बेंगलूरु</b><br/> <b>National Institute of Mental Health</b><br/> <b>&amp; Neuro Sciences, Bengaluru</b> </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 14                                                                  | If a DPC exists what is its composition.                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY</b> |                                                                                                                                                                   |                                                            |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Sl.No.</b>                                                        | <b>PARTICULARS</b>                                                                                                                                                |                                                            |
| 1                                                                    | Name of the Post                                                                                                                                                  | Principal Private Secretary                                |
| 2                                                                    | No.of Posts                                                                                                                                                       | 01                                                         |
| 3                                                                    | Grade / Category of the post                                                                                                                                      | Group 'A'                                                  |
| 4                                                                    | Pay Band and Grade Pay/ Pay Scale                                                                                                                                 | Level -11, PM Rs. 67,700 - 2,08,700, Basic Pay Rs.67,700/- |
| 5                                                                    | Whether selection post or non selection. post                                                                                                                     | Selection Post                                             |
| 6                                                                    | Period of probation                                                                                                                                               | 2 Years.                                                   |
| 7                                                                    | Age limit for direct recruitment                                                                                                                                  | Not applicable                                             |
| 8                                                                    | Education and other qualification required for direct recruits                                                                                                    | Not applicable                                             |
| 9                                                                    | Experience                                                                                                                                                        | Seven Years regular service as Private Secretary.          |
| 10                                                                   | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                             |
| 11                                                                   | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                             |
| 12                                                                   | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | By Promotion                                               |
| 13                                                                   | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Private Secretary.                                         |
| 14                                                                   | If a DPC exists what is its composition.                                                                                                                          | As per Appendix                                            |

  
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 National Institute of Mental Health  
 & Neuro Sciences, Bengaluru-560 029



**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY</b> |                                                                                                                                                                   |                                                            |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Sl.No.</b>                                              | <b>PARTICULARS</b>                                                                                                                                                |                                                            |
| 1                                                          | Name of the Post                                                                                                                                                  | Private Secretary                                          |
| 2                                                          | No.of Posts                                                                                                                                                       | 06                                                         |
| 3                                                          | Grade / Category of the post                                                                                                                                      | Group 'B'                                                  |
| 4                                                          | Pay Band and Grade Pay/ Pay Scale                                                                                                                                 | Level -7, Rs.44,900 - 1,42,400.<br>Initial Pay Rs.44,900/- |
| 5                                                          | Whether selection post or non selection post                                                                                                                      | Selection post for promotion.                              |
| 6                                                          | Period of probation                                                                                                                                               | Not applicable                                             |
| 7                                                          | Age limit for direct recruitment                                                                                                                                  | Not applicable                                             |
| 8                                                          | Education and other qualification required for direct recruits                                                                                                    | Not applicable                                             |
| 9                                                          | Experience                                                                                                                                                        | Five years regular service as Stenographer Gr.I            |
| 10                                                         | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                             |
| 11                                                         | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                             |
| 12                                                         | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | By Promotion                                               |
| 13                                                         | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Stenographer Gr.I                                          |
| 14                                                         | If a DPC exists what is its composition.                                                                                                                          | As per Appendix                                            |



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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE - I</b> |                                                                                                                                                                   |                                                                                                                                                        |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                   | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                        |
| 1                                                               | Name of the Post                                                                                                                                                  | Stenographer Grade I                                                                                                                                   |
| 2                                                               | No.of Posts                                                                                                                                                       | 09                                                                                                                                                     |
| 3                                                               | Grade / Category of the post                                                                                                                                      | Group 'B'                                                                                                                                              |
| 4                                                               | Pay Matrix as per 7th CPC                                                                                                                                         | Level-6, Rs. 35,400 - 1,12,400/-<br>Initial Pay Rs. 35,400/-                                                                                           |
| 5                                                               | Whether selection post or non selection post                                                                                                                      | Non Selection Post                                                                                                                                     |
| 6                                                               | Period of probation                                                                                                                                               | 2 Years.                                                                                                                                               |
| 7                                                               | Age limit for direct recruitment                                                                                                                                  | Not applicable                                                                                                                                         |
| 8                                                               | Education and other qualification required for direct recruits                                                                                                    | Not applicable.<br>The skill test norms will be as follows.<br>Dictation : 10 mts @ 100wpm.<br>Transcription : 40 mts (Eng)/ 55mts(Hindi) on Computer. |
| 9                                                               | Experience                                                                                                                                                        | Ten Years regular service as Stenographer Grade - II                                                                                                   |
| 10                                                              | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                                                                         |
| 11                                                              | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                                                                                                                         |
| 12                                                              | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | By Promotion                                                                                                                                           |
| 13                                                              | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Stenographer Grade II                                                                                                                                  |
| 14                                                              | If a DPC exists what is its composition.                                                                                                                          | As per Appendix                                                                                                                                        |

  
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**NIMHANS - BENGALURU - 29**

| <b>RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE - II</b> |                                                                                                                                                                   |                                                                                                                                                                   |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl.No.</b>                                                    | <b>PARTICULARS</b>                                                                                                                                                |                                                                                                                                                                   |
| 1                                                                | Name of the Post                                                                                                                                                  | Stenographer Grade II                                                                                                                                             |
| 2                                                                | No.of Posts                                                                                                                                                       | 24                                                                                                                                                                |
| 3                                                                | Grade / Category of the post                                                                                                                                      | Group 'C'                                                                                                                                                         |
| 4                                                                | Pay Matrix as per 7th CPC                                                                                                                                         | Level-4, PM Rs.25,500 - 81,100, Initial Pay Rs.25,500/-                                                                                                           |
| 5                                                                | Whether selection post or non selection post                                                                                                                      | Selection Post for direct recruitment.                                                                                                                            |
| 6                                                                | Period of probation                                                                                                                                               | 2 Years.                                                                                                                                                          |
| 7                                                                | Age limit for direct recruitment                                                                                                                                  | 27 years                                                                                                                                                          |
| 8                                                                | Education and other qualification required for direct recruits                                                                                                    | A) Graduate of a recognized university.<br>AND<br>B) Skill test norms : Dictation 10 minutes @ 80 wpm.<br>Transcription : 50 mts (Eng)/65 mts(Hindi) on Computer. |
| 9                                                                | Experience                                                                                                                                                        | Desirable : Previous experience as stenographer.                                                                                                                  |
| 10                                                               | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972.                                                               | Not applicable                                                                                                                                                    |
| 11                                                               | Whether age & educational Qualification prescribed for direct recruits will apply in the case of promotees                                                        | Not applicable                                                                                                                                                    |
| 12                                                               | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and Percentage of the vacancies to be filled by various methods | Direct recruitment.                                                                                                                                               |
| 13                                                               | In case of recruitment by promotion /deputation/absorption grades from which promotion/deputation/absorption to be made.                                          | Not applicable                                                                                                                                                    |
| 14                                                               | If a DPC exists what is its composition.                                                                                                                          | As per Appendix                                                                                                                                                   |

  
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