

NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED
(Department of Disability Affairs,
Ministry of Social Justice & Empowerment, Govt. of India)
MANOVIKAS NAGAR, SECUNDERABAD – 500 009
An ISO 9001:2008 Institution



Employment Notice No. 02/2013 , Dated: _____.

Application No. _____

(For office use only)

**Application Form for the post of LDC/Typist at NIMH MSEC,
NEW DELHI**

1. POST APPLIED FOR : LDC/Typist

2. D.D.No.& Date _____ Amount _____

Name of the bank _____

3. Name of the Applicant (In full block letters) :

Name

Surname

4. Date of Birth :

D	D	M	M

Y	E	A	R

5. Nationality:

Sex:

M	F
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STATE to which the candidate belongs:

6. Religion :

7. Category:

SC	ST	OBC	Gen
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8. Are you a PWD ?

(Yes/No)

If yes, attach relevant certificate.

**AFFIX
PHOTOGRAPH
HERE**

9. Address for Communication :

Present Postal Address (in block letters)

PIN:

Permanent Address

PIN:

Phone:

Fax:

Phone:

Fax:

E-mail:

E-mail:

10. Educational Qualifications (from 10th or equivalent and onwards) :

Exam Passed	Name of the School/ College/ University	Division	Percent- age of Marks	Year of Passing	Subjects Taken

11. Technical Qualifications :

Exam Passed	Name of the School/ College/ University	Division	Percent- age of Marks	Year of Passing	Subjects Taken

12. Details of Experiences (Attach a separate sheet if required) :

Details of Post held	Salary Drawn (Pay Band + G.P to be mentioned in case of Govt.Organization)	Name of the Organization	Duration with dates	Nature of duties

13. Particulars of places (with periods of residences), where you have resided for more than one year at a time during the preceding five years. In case of stay abroad, particulars of all places where you have resided for more than one year after attaining the age of 21 years would be given:

From	To	Residential address in full (i.e., village, thana and district or H.No./lane/street/road and town)	Name of the district Head Quarters of the place mentioned in the preceding column.

14. Do you have any relatives in NIMH ?

15. Why you think you are suitable for the post you have applied for (Details within one page) :

Date:

Signature of the Applicant

Place:

TERMS & CONDITIONS

- (a) The applicant must be a citizen of India
- (b) The candidates selected on direct recruitment will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f.01.01.2004.
- (c) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their applications THROUGH PROPER CHANNEL.
- (d) The envelope containing the application should be superscribed as Application for the post of ' _____ '.
- (e) The filled in applications, in the prescribed format, along with the attested copies of certificates in support of educational qualifications, experience, caste, disability etc., should reach the Principal, NIMH MSEC, New Delhi latest by **20.08.2013**. Applications received late/incomplete will not be considered.
- (f) Mere possessing the EQ will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview/written test is based on the short listing of candidates by a duly constituted Screening Committee. Only short listed candidates will be communicated and no interim correspondence will be entertained.
- (g) Relaxation in upper age limit is applicable as per the norms of GOI to ST/OBC/ PH/ Ex-Servicemen/employees already working in Central Government Departments. The cut off date for determining eligibility of age will be as on the last date of submission of applications.
- (h) Demand Draft (non-refundable) of Rs.200/- drawn on any Nationalized Bank in favour of Director, NIMH should be submitted along with the application. No fee is prescribed for candidates belonging to SC/ST/PH category.
- (i) The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- (j) The candidates belonging to the Delhi Region only will be considered for the post.
- (k) The current pay and allowances etc are admissible as per the recommendations of VIth Pay Commission of the Govt. of India. Other benefits include NPS, Medical Reimbursement, LTC, etc., as per rules of the Institute.
- (l) All educational/professional/technical qualifications should be from a recognized Board/University
- (m) The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- (n) The selected candidates will be governed by the rules of NIMH.
- (o) The reservation policy will be strictly followed as per GOI rules.
- (p) The hard copy of the application will be provided by NIMH MSEC, New Delhi on specific request.
