



ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ), ಬೆಂಗಳೂರು - 29

राष्ट्रीय मानसिक स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखता संस्थ), बेंगलूरु - 29

NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 29

No. NIMH/Rect/Group B&C/ADVT-3/2025-26

Date: 03.02.2026

## **NOTIFICATION**

NIMHANS invites applications for the following vacant posts through online mode from Indian nationals residing in India and abroad:

| Sl. No. | Name of the post                             | No. of vacancy | Category                 | Pay level | Upper Age limit | Group |
|---------|----------------------------------------------|----------------|--------------------------|-----------|-----------------|-------|
| 1       | Senior Scientific Assistant (Human Genetics) | 1              | OBC-1                    | 6         | 35              | B     |
| 2       | EEG Technician                               | 3              | ST-1, OBC-1, EWS-1       | 6         | 30              | B     |
| 3       | Library Assistant                            | 3              | SC-1, UR-2               | 6         | 30              | B     |
| 4       | Artist                                       | 1              | OBC-1                    | 5         | 27              | C     |
| 5       | Photographer                                 | 2              | OBC-1, UR-1              | 5         | 27              | C     |
| 6       | Stenographer Grade -II                       | 9              | ST-1, OBC-1, EWS-2, UR-5 | 4         | 27              | C     |
| 7       | Assistant Instructor (Panchakarma)           | 4              | UR-3, OBC-1              | 4         | 27              | C     |
| 8       | Medical Records Technician *                 | 3              | OBC-1, EWS-1, UR-1       | 4         | 27              | C     |
| 9       | Junior Secretarial Assistant                 | 22             | SC-5, EWS-2, UR-15       | 2         | 27              | C     |
| 10      | Hospital Assistant (Panchakarma)             | 2              | UR-2                     | 1         | 27              | C     |
| 11      | Barber                                       | 2              | UR-2                     | 1         | 27              | C     |

**\* The applications received vide previous Notification for this post vide notification No.NIMH/PER(6)/RECT/ADVT-1/2024-25 dated 16.07.2024 will also be considered against the current notification. However, such applicants are informed to send the additional educational qualifications, experience, latest caste certificate and NOC (applicable to in-service applicants) if any, after 17.08.2024 to be sent to the Director, NIMHANS, P.B.No.2900, Hosur Road, Bengaluru – 560 029 by duly mentioning the details of post applied previously without making any payment of application fee. Further, the calculation of cut off age for such applications for all categories will be considered as on 17.08.2024.**

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## 1. DETAILS OF POSTS, ELIGIBILITY CRITERIA, AND SYLLABUS

| Sl. No. | Name of the post                             | Qualification                                                                                                                                                  | Experience                                                                                                                                                                                                                                                           | Syllabus                                                                                                                                                                                                                                                                                                                                                                 |
|---------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Senior Scientific Assistant (Human Genetics) | I or II class Master's degree or equivalent qualification in Life Science from a recognized/ institution                                                       | 2 years research experience in Biological Sciences/ Molecular Biology.<br><b>Desirable:</b> Experience in processing and interpretation of Neurological material for light and electron microscopy/ experience in diagnostic molecular biology/ immunohistochemistry | As per the qualification and experience prescribed for the post                                                                                                                                                                                                                                                                                                          |
| 2       | EEG Technician                               | Diploma in Clinical Neuro Physiology Technology from a recognized institution OR B. Sc. Degree in Physics / Electronic/ Computer                               | 2 Years working experience in a Clinical Electro Physiology Laboratory (For B.Sc. Degree holders)<br><b>Desirable:</b> Knowledge of Computer                                                                                                                         | As per the qualification and experience prescribed for the post                                                                                                                                                                                                                                                                                                          |
| 3       | Library Assistant                            | Master Degree in Library and Information Science from a recognized University                                                                                  | Desirable: Knowledge of Computer Application and Programming                                                                                                                                                                                                         | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability                                                                         |
| 4       | Artist                                       | a) Pass in SSLC / Matriculation<br>b) Diploma in Arts from a recognized Institution or School                                                                  | a) Minimum 2-3 years' experience in Graphic Design, Creative Drawing and Illustration.<br>b) Knowledge of Computer / Digital Application and use of relevant Software.<br>c) Work experience in Health Education or Social Welfare Agency preferred                  | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability                                                                         |
| 5       | Photographer                                 | a) Pass in SSLC / Matriculation<br>b) Diploma in Photography / Cinematography from a recognized school                                                         | Direct: a) 2-3 years' experience in Medical Photography.<br>b) Knowledge of Videography c) Knowledge of Computer / Digital Application<br>d) Ability to operate Photographic and Video Equipment.                                                                    | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability                                                                         |
| 6       | Stenographer Grade -II                       | a) Graduate of a recognized University and<br>b) Skill test Norms : Dictation 10 minutes @ 80 wpm.<br>Transcription: 50 mts (Eng) / 65mts (Hindi) on computer. | <b>Desirable:</b> Previous Experience as Stenographer                                                                                                                                                                                                                | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability.<br><b>Refer Page No. 11-13 for details regarding Skill Test norms.</b> |

| Sl. No. | Name of the post                   | Qualification                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Experience                                                                                                                                                                                                                  | Syllabus                                                                                                                                                                                                                                                                                         |
|---------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7       | Assistant Instructor (Panchakarma) | SSLC OR 10th pass with one-year Certificate course in Panchakarma from a recognized University / Institution                                                                                                                                                                                                                                                                                                                                                      | 2 years' experience in recognized Institution in the subject of Specialty after obtaining the qualification as above<br>Desirable: Experience in using Panchakarma in patients with Psychiatric and Neurological Disorders. | As per the qualification and experience prescribed for the post                                                                                                                                                                                                                                  |
| 8       | Medical Records Technician         | a. Bachelor Degree preferably in Science from a recognized University and<br>b. Should have undergone training in Medical Records Technician Course from a recognized Institution                                                                                                                                                                                                                                                                                 | NA                                                                                                                                                                                                                          | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability |
| 9       | Junior Secretarial Assistant       | 1) Any Bachelor Degree from a recognized University.<br>2) 06 months training in computer course<br><br><u>Upon selection to the post the following skill set norms to be completed before completion of Probation Period:</u><br>Skill test norms on Computer English typing @ 35wpm 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. | NA                                                                                                                                                                                                                          | As per the qualification and experience prescribed for the post and Aptitude, Reading Comprehension, General mental ability, Basic numeracy, Data interpretation, Current affairs and current events, Interpersonal skills including communication skills, Logical reasoning, Analytical ability |
| 10      | Hospital Assistant (Panchakarma)   | SSLC / 10th Class Pass                                                                                                                                                                                                                                                                                                                                                                                                                                            | NA                                                                                                                                                                                                                          | As per the qualification and experience prescribed for the post                                                                                                                                                                                                                                  |
| 11      | Barber                             | SSLC passed from recognized board                                                                                                                                                                                                                                                                                                                                                                                                                                 | Two years of experience as Barber                                                                                                                                                                                           | As per the qualification and experience prescribed for the post                                                                                                                                                                                                                                  |

### **IMPORTANT NOTICE:**

- NIMHANS reserves the right to introduce Skill Test for any of the post as mentioned above.
- Fill the online application carefully after reading the given instructions.
- All applicant must go through the detailed advertisement, posts and eligibility and ensure that they are eligible in all respect before applying.
- The eligibility of the applicant will be provisional and merely filling the application form and appearing in examination shall not be treated as validity of eligibility and Candidature shall stands cancelled in case any ineligibility detected at any stage of recruitment process including after joining on an offered post.

## **2. CALENDAR OF ACTIVITIES**

|                                                                            |                                                        |
|----------------------------------------------------------------------------|--------------------------------------------------------|
| Date of advertisement of Recruitment Notification                          | <b>03.02.2026</b>                                      |
| Start Date and End Date for Submission of Online Application Forms         | <b>Start Date: 03.02.2026<br/>End Date: 04.03.2026</b> |
| Issue of Admit Card                                                        | <b>March &amp; April, 2026</b>                         |
| Conduct of Eligibility Test                                                | <b>April or May, 2026 and onwards</b>                  |
| Announcement of Overall results                                            | <b>May, 2026 and onwards</b>                           |
| Announcement of Provisional selection list of applicants                   | <b>May or June, 2026</b>                               |
| <b>Document Verification / Skill Test &amp; Issue of appointment order</b> | <b>June, 2026 onwards</b>                              |

Please Note: The dates indicated above are tentative and subject to change; relevant details will be made available on the NIMHANS website only.

## **3. APPLICATION FEE DETAILS**

The prescribed application processing fee (including 18% GST) as mentioned below shall be paid through any online mode as provided in the application form. Transaction / Processing fee, if any, as applicable, will be payable to the bank by the applicant.

- Application fee, once remitted, shall not be refunded under any circumstances.
- Applications without the prescribed fee would not be considered and summarily rejected.
- PwBD Applicants who are having 40% or more benchmark disability are exempted from the payment of application / processing fee.

| <b>Sl. No</b> | <b>Category of the applicant</b> | <b>Application processing fee (including 18% GST) for <u>Group B Category</u></b> | <b>Application processing fee (including 18% GST) for <u>Group C Category</u></b> |
|---------------|----------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1.            | Unreserved, OBC & EWS            | Rs. 1,180/-                                                                       | Rs. 885/-                                                                         |
| 2.            | SC & ST                          | Rs. 885/-                                                                         | Rs. 590/-                                                                         |
| 3.            | PwBD                             | Exempted                                                                          |                                                                                   |

#### **4. GENERAL CONDITIONS**

1. The eligibility criteria for each post as defined above, shall be read with any subsequent notices, corrigendum, addendum if applicable. Any query regarding filling of application form shall be addressed to [recruitment@nimhans.net](mailto:recruitment@nimhans.net). No other mode of communication will be entertained.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The Online applications can be submitted through the link <https://nimhans.intedutech.com/job-openings/recruitment-section> from 03.02.2026 up to **4:30 PM of 04.03.2026**. No documents, including the online application form, are required to be sent in Physical form. Any kind of physical document regarding registration will be treated as null and void and will be destroyed. **However, all the applicants are advised to keep a copy of the Application Form with them, along with proof of payment, for their records. Correction in registration will not be considered through any mode i.e. Email/ letter. Hence, applicants are advised to fill their registration form carefully as no correction will be allowed after specified dates as per the procedure.**
3. The On-line portal for application will be closed by **04.30 PM on 04.03.2026**. The candidature of applicants who fails to complete the online application by the stipulated date and time will not be considered and rejected. No correspondence in this regard will be entertained.
4. Change in reservation categories '*applied*' is not allowed once registration fees are submitted. Candidature will be cancelled in case found '*incorrect*' information at any stage of recruitment process.
5. In case where an applicant has claimed any reservation category in his/her application form and fails to produce valid category certificate as and when required, the candidature will be cancelled without any further notice. No claim on any post will be entertained.
6. The applicants are advised to bring hard copy of the Admit Card at the time of Eligibility Test and hand over the same to the Invigilator after completing the Examination.
7. As the examination will be conducted without any scrutiny of eligibility, the applicant will be treated as disqualified from beginning in case ineligibility detected at any stage of recruitment process.
8. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, category certificate etc. may not be undertaken at the time of Recruitment Examination. Based on the declaration made by the applicants in their Online Application Form, they will be provisionally declared eligible to appear for Eligibility Test. Therefore, the applications are accepted provisionally only. Candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by NIMHANS.
9. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the posts applied for. They must fulfil all the eligibility criteria as on 04.03.2026, failing which their application will be summarily rejected. Required educational qualification/experience should be completed on or before the last date of the online submission of the application. Likewise, the applicant must have completed the duration of desired experience on or before the cut-off date, i.e. 04.03.2026. Candidature of applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice.

10. The original certificates/documents of provisionally selected applicants will be verified by NIMHANS. All applicants must note that *it is assumed that you are in possession of all required certificates to substantiate your eligibility on the day of the online application/day by which is required to be submitted to NIMHANS as per validity published in this advertisement, including category certificate/ employer NOC, qualifying certificates etc., and are mandatorily required to submit as and when demanded. No additional time will be granted to obtain a certificate from issuing authority. The decision of this Institute shall be final in this regard.*
11. Educational qualification certificates/Category Certificates etc. must be submitted as and when required by NIMHANS and also on the day of document verification, failing which candidature will be cancelled. No additional time will be allowed for submission and no correspondence will be entertained in this regard.
12. **Experience Certificate** - Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay / consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). NIMHANS reserve the right to verify the experience certificate and employment through Bank Statement/PF/ESIC or any other additional parameters at the discretion of respective competent authority.
13. Any applicant who are found not fit for the job during the probation period after joining, the respective Institute reserves the right to cancel the appointment as per applicable rules.
14. **Reservation of 4% for Persons with Benchmark Disabilities (PwBD) shall be provided in accordance with the Government of India reservation policy from among the notified posts. However, the suitability of PwBD applicants for the post applied for shall be determined by the Medical Board of NIMHANS after detailed medical examination.**
15. All Selection will be made in the order of merit only. Qualified / selection of applicants are subject to document verification.
16. Canvassing in any form will be a disqualification.
17. NIMHANS reserves the right to cancel, change clause, not to appoint any post including change in posts and its vacancy.
18. After selection on any advertised posts, place of posting will be subject matter of competent authority of the Institute.
19. Legal and disciplinary action shall be initiated by NIMHANS against any person found guilty of malpractice or misconduct of any nature.
20. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Bengaluru Courts only.

## 5. AGE RELAXATION

1. Crucial date to determine eligibility in terms of the age of applicants will be the last date for Online submission of applications.
2. SC/ST/OBC applicants who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks otherwise allowed to those belonging to these categories. Further, reserve category applicants (SC/ST/OBC) who become eligible by age relaxation applicable in their case will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
3. In pursuance of guidelines contained in DOPT OM No. 1667569393892 dated 06.09.2022, the age concession to the persons with disability shall be admissible irrespective of the fact whether the post is reserved for person with disability or not, provided the post is identified suitable for relevant category of disability.

### Age relaxation permissible to various applicants is as under: -

| Sl. No.                                                                                                                                                                                  | Category     | Age Relaxation permissible beyond the Upper age limit |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------|
| 1                                                                                                                                                                                        | SC/ST        | 5 years                                               |
| 2                                                                                                                                                                                        | OBC          | 3 years                                               |
| 3                                                                                                                                                                                        | PwBD         | 10 years                                              |
| 4                                                                                                                                                                                        | PwBD + OBC   | 13 years                                              |
| 5                                                                                                                                                                                        | PwBD + SC/ST | 15 years                                              |
| <b>Central Govt. Civilian Employees – for Group B &amp; C Posts</b>                                                                                                                      |              |                                                       |
| Central Govt. Civilian Employees (Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt for online submission of application |              | 5 years                                               |
| Central Govt. Civilian Employees (OBC)) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application.                  |              | 8 (5 +3) years                                        |
| Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application.                 |              | 10 (5+5) years                                        |

### Note:

1. No relaxation other than those mentioned in the table above shall be applicable.
2. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons etc. shall be relaxable in accordance with the orders issued by the Government of India from time to time.

| Ex-Servicemen age relaxation for Group 'B & C' posts |                                                                                                                |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Ex-Servicemen (Unreserved)                           | Length of Military service plus 03 years as on the Closing date for receipt of application                     |
| Ex-Servicemen (OBC)                                  | Length of Military service plus 06 years (3 years + 3 years) on the closing date for receipt of application    |
| Ex-Servicemen (SC&ST)                                | Length of Military service plus 08 years (3 years + 5 years) as on the closing date for receipt of application |

**NOTE-I: Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.**

**NOTE-II:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the time of submitting his/her application for the Post, the status of ex-serviceman.

## **6. NO OBJECTION CERTIFICATE FOR GOVERNMENT EMPLOYEE APPLICANTS**

1. Applicants who are presently working in Government/Semi-Government/Quasi-Government/PSUs/Autonomous Bodies or any institution funded by the Government must upload a No Objection Certificate (NOC) issued by their present employer while submitting the online application. Submission of the NOC is mandatory, including for availing age relaxation (applicable for applicants who have rendered not less than 3 years regular and continuous service as on closing date of online submission of application), failing which the candidature shall not be considered for any post. Applicants are therefore advised to obtain the NOC prior to applying. Further, the original NOC must be produced at the time of document verification.
2. Applicants, who are working as contractual employee in Government/Semi Government/PSUs/Autonomous Bodies or any institution funded by Government, also have to produce NOC mandatorily.

## **7. CATEGORY / CASTE CERTIFICATE**

### **1. OBC Certificate:**

Applicants applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36011/1/12-Estt.(Res.) dated 14.03.2016. The OBC applicants who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs. The validity of the non-creamy layer certificate shall be issued for the financial year 2025-2026 for the certificate issued from 01.04.2025 to 04.03.2026 (i.e. last date of application) (which is the year of advertisement).

If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2025-2026 at the time of registration, the applicant must upload the previously issued (older) OBC non-creamy layer certificate along with the acknowledgement slip of the OBC non-creamy layer certificate application for renewal. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2025-2026) within the date as mentioned above as applicable. This additional certificate (if any) must have a reference of his/her already issued original caste certificate. The OBC (Non-Creamy Layer) certificate issued shall be in the Central Government format (digital with QR code) only.

## **2. EWS Certificate:**

The vacancies advertised under EWS Category are as per the instructions issued by DoP&T, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. In pursuance to DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, a EWS certificate issued in prescribed format issued in Digital Form for employment in Central Government on the basis of income of financial year 2024-2025 issued from 01.04.2025 to last date of application i.e. 04.03.2026 and issued for the year 2025-2026 will be considered as valid. Any Certificate issued before 01-04-2025 and issued after last date of application i.e. 04.03.2026 will not be considered as valid. The EWS certificate issued shall be in digital with QR code format only.

3. Eligibility under SC/ST category will be applicable as per Govt. of India guidelines.
4. All applicants are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.

## **8. CENTRE OF EXAMINATION**

The Eligibility Test for all the notified posts will be conducted in Bengaluru only.

## **9. ADMIT CARD**

1. A notification regarding the issuance of Admit Cards will be published on the Institute's website in the month of March 2026 and onwards. Eligible applicants may download their Admit Cards from the online application portal. No Admit Card will be sent by post.
2. Applicants are required to bring the hard copy of the admit card on the day of Exam at Examination Centre & handover to invigilator to mark your attendance in the examination, failing to do so may result in cancellation of candidature.
3. *Admit card is released/issued on the basis of information provided at the time of online application without any verification of eligibility. It is issued only to appear in the Examination and does not guarantee of eligibility/appointment/selection.*

## **10. PATTERN AND SCHEME OF EXAMINATION**

### **Scheme of Examination**

1. **Stage-I: MCQ based Test (Mode of test will be intimated in Admit Card)**
2. **Stage-II: Skill Test and/or Document Verification**

### **Stage-I:**

- MCQ based Test for 100 marks.
- Duration of the test will be for 90 minutes.
- The Medium of test will be in English only.
- Each correct response will get a score of 1 mark and wrong will be awarded 0.25 negative marking.
- No marks will be awarded for the unanswered questions.
- Qualifying criteria: 40% for UR/EWS, 35% for OBC, 30% for SC/ST/PwBD

**Stage II: Skill Test and/or Document Verification - will be conducted by NIMHANS.** The details regarding conduct of Skill Test and Weightage for selection to the post (based on Eligibility Test and Skill Test) for all the posts (Excluding Stenographer Gr-II Post which is defined under Sl. No.13) will be posted on the NIMHANS website before conduct of Eligibility Test and final document verification will be done after conduct of skill test, if any.

## **11. PREPARATION OF MERIT**

1. The final merit list(s) for all categories i.e. UR/EWS/SC/ST/OBC/PWBD shall be prepared on the basis of combined marks obtained in Stage-I (MCQ based Test) and Stage-II (Skill Test-if applicable), of the applicants who appeared in both stages of selection process.
2. Candidature will be treated as cancelled if applicant who have been called for Stage-II based on performance in Stage-I and remain absent in Stage-II (Skill Test).

## **12. RESOLUTION OF TIE CASES**

Wherever there is a tie in the marks, final ranking will be determined in the order of following criteria for tie breaking at the time of document verification:

- a) Date of birth with older applicant placed higher
- b) Number of attempts in the qualifying degree/ requisite course for the mentioned post
- c) Percentage in the qualifying degree/ requisite course for the mentioned post
- d) Applicant with less number of negative marking in the eligibility test will be placed higher

## **13. SKILL TEST NORMS FOR STENOGRAPHER POST**

**Skill test:-** (Dictation) (English / Hindi) @80 w.p.m. for 10 minutes

**Transcription Time :** 50 minutes (English) on computers/ laptop;

65 minutes (Hindi) on computers / laptop;

**(Stage-II):** Only for those who qualify in Stage-I

**For English transcription:** QWERTY computer keyboard will be provided.

**For Hindi :** Mangal. There is no provision for any other type of keyboard or font for this test.

### **EVALUATION CRITERIA :**

#### **STENOGRAPHY/SHORTHAND TEST [ENGLISH/HINDI]**

#### **NATURE OF MISTAKES :**

**I. FULL MISTAKES :** The following mistakes are treated as full mistakes :-

- (a) Omission of every word or a figure that occurs there in the dictated passage.
- (b) Substitution of every word or figure not occurring there in the dictated passage.

**[Note:** substitution of words with numerals or vice-versa in case of a figure or financial terms is **allowed** e.g. '20,000 tonnes' typed as 'Twenty Thousand tonnes' or vice-versa, 'Rs. One Thousand' substituted as 'Rs. 1000/-' or vice-versa, **but not allowed** in case of years e.g. '1950' written as 'Nineteen Fifty' or 'Nineteen Hundred Fifty'].

- (c) Addition/ Repetition of every word or figure not occurring in the dictated passage.

**[Note :** In case of a group of words or figures omitted/substituted (replaced)/added/repeated, number of mistakes will be equal to actually spoken number of words/numbers/numerals].

## II. HALF MISTAKES : The following are treated as half mistakes :-

(a) Wrong Spellings/Mis-spelling/Spelling Errors [**Note** : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]:

(i) Mis-spelling due to Omission/addition/substitution/transposition of letter(s) in a word unless that leads to becoming a meaningful word which is treated as a substitution mistake i.e. Full Mistake [e.g. 'want' typed as

'waant/wnt/waat/wnat' (mis-spelling - Half Mistake); but 'want' typed as 'wants'/'wanted'/'wanting' etc. (substitution – Full Mistake)].

(ii) Mis-spelling of names of popular personalities/leaders/institutions/Govt. Bodies/Countries [e.g. 'Lok Sabha' typed as 'Lok Sabah'; 'Dr. Rajendra Prasad' typed as 'Dr. Rajender Prasad'; 'India' typed as 'Indiya'].

[**Note 1** : Repetition of the same spelling mistake is ignored if with similar spellings (viz. 'spelling' typed again as 'spelng' but not ignored if typed as 'seplng']

**Note 2** : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards].

(b) Joining/Disjoining : Joining of two separate words or disjoining of a single compound word which is written as a single word [e.g. 'of course' typed as 'ofcourse'; 'in spite of' typed as 'inspite of'; 'grandparents' typed as 'grand parents'; 'within' typed as 'with in'].

(c) Transposition of words (maximum two consecutive words at a place) in a sentence (i.e.. the transposed words are not marked as individual mistakes) [e.g. 'disconnected from the source' typed as 'disconnected the from source' are counted as one half mistake only].

(d) Punctuation Marks : Omission or addition of 'Full Stop'/'Question Mark' (i.e. no other kind of punctuation mark viz. 'Comma' etc.). Also, substitution of 'Full Stop'/'Question Mark' with 'Comma' or vice versa.

(e) Spacing : Inclusion of space before punctuation marks or non-inclusion of space after punctuation marks viz. full-stop, comma etc. as per grammar rules. [e.g. 'Therefore, it is' typed as 'Therefore , it is' or 'Therefore,it is'; 'Work has been done.' typed as 'Work has been done .' ].

[**Note** : As an exception, even inclusion of space given before Purna-Viram or Prashn-Chinh is allowed in case of Hindi]

(f) Abbreviations : Use of arbitrary and unfamiliar/non-standard abbreviations [e.g. 'R.B.' for 'Rashtropati Bhawan'; 'thru' for 'through', 'hon'bly' for 'honourably', etc]. However, standard abbreviations are acceptable [e.g. 'Hon'ble/Hon./hon.' for 'Honourable', 'MP' for 'Member of Parliament', 'Prof.' for 'Professor' etc.].

(g) Non-Capitalization : Use of small for capital letters (**Not applicable in Hindi Language**) :

(i) At the beginning of a sentence (where a full stop exists in the master/test passage) and also in case of a full stop mistakenly added by applicant;

(ii) Proper nouns (i.e. specific names of an individual/person, country, place, designation);

(iii) Standard Titles [e.g. Mr., Ms., Mrs., Sh., Dr. etc.];

(iv) Standard Abbreviations [e.g. 'mp' for 'MP' abb. of 'Member of Parliament', or 'pm' for 'PM' abb. of 'Prime Minister' etc.]; and

(v) Parliamentary term(s) viz. Name of a Committee/Commission/Bill/Act/Motion including the term itself when the context relates to Legislative Business/Parliament [e.g. 'Right to Information Act, 2005' typed as 'right to information act, 2005' – three half mistakes; 'President's Address' typed as 'president's address' – two half mistakes].

**[Note :** Except in (a) above, repetition of same non-capitalization mistake is to be ignored.]

**NOTE 1 :** Alternate spellings of words in the passage (Oxford/British English spellings) as available in the 'Dictionary.com' are allowed in case of English Passages (e.g. 'organisation' and 'organization', 'program' and 'programme' etc.).

**NOTE 2 :** *More than one error in a single word : All the different types of errors are marked but counted as only one full mistake (i.e. maximum penalty can be One Full Mistake).*

**NOTE 3 :** No mistake is counted for 'Wrong paragraphing/Non-paragraphing/Use or non-use of Tab or 5 spaces for paragraphing.

**NOTE 4 :** Even single space given after Full Stops is allowed in case of English Test.

**NOTE 5 :** Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criterion of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be equated with 40% marks (usual qualifying marks in examination) i.e. those who make 5% mistakes will be given 40% of 100 (40 marks). For every 1% less mistakes an additional 12 marks be added to 40 in such a manner that those who make 0% mistake will be full marks (100).

**NOTE 6 :** To convert the %age of mistakes into marks, 40 marks will be awarded for 5% mistakes. For every 1% less mistakes, 12 marks on pro-rata basis will be added in such a manner that full 100 marks will be awarded for 0% mistakes. [e.g. 58 marks for 3.5% mistakes] Note:

- (i) For a applicant provisionally eligible in more than a post in the group requiring different skill test has to appear separately in respective skill test as per mentioned norms. Applicant qualifying in respective skill test associated with the post will be consider eligible only for respective post.
- (ii) Stenography test including dictation will be conducted in standard examination hall meant for CBT based examination. NIMHANS reserves the right to use standard public address system for dictation to be decided on the day of the skill test.



**DIRECTOR**

#### **14. NO OBJECTION CERTIFICATE FROM THE PRESENT EMPLOYER**

Ref. No: .....

Date: .....

Certified that Shri./Smt./Kum./Dr..... is a  
permanent / temporary employee of State Government / Central Government / Autonomous Organization  
/ PSU / Govt. Funded Projects in the capacity of .....  
since..... (Date) in pay scale of Rs. ....

His/her application is recommended and forwarded for the post. State Government / Central Government /  
Autonomous Organization / PSU / Govt. Funded Projects has no objection for applying/attending any  
interview to the post and he/she would be relieved in the event of selection.

Signature

Designation

(Head of the Organization with office seal)

Place:

Date

## **15. EWS CERTIFICATE FORMAT**

Government of .....  
(Name & Address of the authority issuing the certificate)

### **INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ permanent resident of  
\_\_\_\_\_, Village/Street  
\_\_\_\_\_, Post Office \_\_\_\_\_  
\_\_\_\_\_, District \_\_\_\_\_ in the  
State/Union Territory Pin Code \_\_\_\_\_ whose  
photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her  
“family”\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_  
\_\_\_\_\_. His/her family does not own or possess  
any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste  
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office

Name

Designation

**Recent Passport  
size  
attested  
photograph of  
the applicant**

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format shall only be accepted as proof of applicant's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the applicant and/or his family normally resides.

## **16. OBC CERTIFICATE FORMAT**

**Form of Certificate to be produced by other backward Classes applying For appointment to posts under the Government of India**

This is to certify that \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ Village \_\_\_\_\_  
District / Division \_\_\_\_\_ in the \_\_\_\_\_  
State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a  
Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. \_\_\_\_\_ dated \_\_\_\_\_.\*

Shri/Smt \_\_\_\_\_ and/or his family ordinarily  
reside/s in the \_\_\_\_\_  
\_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India.  
Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT), Dated 8-9-1993. \*\*

Date:

Seal:

District Magistrate, Deputy Commissioner etc.

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\* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the applicant is mentioned as OBC.

\*\* - As amended from time to time.

Note 1: The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

## 17. APPLICANT BANK ACCOUNT DETAIL FORM

|                    |                           |  |
|--------------------|---------------------------|--|
| BASIC<br>DETAILS   | NAME OF THE APPLICANT     |  |
|                    | POST TO WHICH APPLIED     |  |
|                    | CITY / POSTAL CODE        |  |
|                    | DISTRICT                  |  |
|                    | STATE                     |  |
|                    | COUNTRY                   |  |
| BANK<br>DETAILS    | ACCOUNT HOLDER NAME       |  |
|                    | BANK NAME                 |  |
|                    | BANK ACCOUNT NUMBER       |  |
|                    | BANK IFSC CODE            |  |
| CONTACT<br>DETAILS | CORRESPONDENCE<br>ADDRESS |  |
|                    | EMAIL ID                  |  |
|                    | MOBILE NUMBER             |  |

- 1) I hereby declare that, all the above particulars furnished by me are true to the best of my knowledge & belief.
- 2) I am aware that, my application is liable to be rejected if the particulars given are incomplete or found to be incorrect.

**Applicant Signature**

## 18. PAYMENT DETAILS MADE BY THE APPLICANT

|                                       |                                                                                                                                                                           |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME OF THE APPLICANT                 |                                                                                                                                                                           |
| POST APPLIED FOR                      |                                                                                                                                                                           |
| MODE OF PAYMENT                       | a) Digital Payment<br>b) BHIM App<br>c) Debit Card<br>d) Credit Card<br>e) Wallet<br>f) IMPS<br>g) Net Banking<br>h) Others -.....<br><br>Kindly choose the above option. |
| TRANSACTION ID / REF NO               |                                                                                                                                                                           |
| DRAWN ON BANK                         |                                                                                                                                                                           |
| DATE OF PAYMENT                       |                                                                                                                                                                           |
| AMOUNT                                |                                                                                                                                                                           |
| REMITTANCE/ TRANSACTION COPY ENCLOSED |                                                                                                                                                                           |
| REMARKS                               |                                                                                                                                                                           |

- 1) I hereby declare that, all the above particulars furnished by me are true to the best of my knowledge & belief.
- 2) I am aware that, my application is liable to be rejected if the particulars given are incomplete or found to be incorrect.

**Applicant Signature**