



**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES,
(AN INSTITUTE OF NATIONAL IMPORTANCE), BENGALURU – 560 029**

NIMH-Proj/GOK/YS/PBS/NOTI/AA/2022-23

Date: 27.05.2022

NOTIFICATION

NIMHANS is conducting **WALK-IN-INTEVIEW** on **18.06.2022 at 10.00 A.M** to fill up the following post on **contract basis** for the GOK funded project entitled “Yuva Spandana-Developing & Implementation an Integrated Mental Health Promotion services for youth through District youth empowerment centers in Karnataka” under **Dr. Pradeep B.S, Professor Department of Epidemiology & Principal Investigator, NIMHANS**. The desirous candidates who fulfill the eligibility criteria mentioned below are advised to appear straight away before the interview Board at the venue Committee Room adjacent to Registrar’s Office, Administrative Block, NIMHANS, Bengaluru-29, along with their Bio-data and testimonials in original as well as set of photo-copies.

1	Name of the Post	Admin Assistant
2	No. of Post	1 (One)
3	Qualification	PUC, Bachelor’s Degree in Commerce, Business Management/Administration
4	Experience	Experience of working as Administrative and Accounts Assistant with good work knowledge of MS Office. She/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable.
5	Nature of Work	Assistance in Admin and Accounts Activities such as Data entry, maintaining staff attendance, assisting in organizing monthly meetings and trainings, coordinate all administrative approvals, managing office files and documents, maintaining Stock and Asset Register, verification and preparation of TA/DA of staffs and training participants, assisting in preparing honorarium for field level workers, maintenance of Yuva Spandana Kendras. Any other work assigned by Project Coordinator and Principal Investigator.
6	Maximum Age Limit	35 Years (Maximum)
7	Emoluments	Rs. 12,500/- (consolidated) per month
8	Duration of Post	6 Months

Note: The candidates are required to register their names between 9.30 A.M to 10.00 A.M.

**Sd/-
REGISTRAR**



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Date: 27.05.2022

NOTIFICATION

NIMHANS is conducting **WALK-IN-INTEVIEW** on **18.06.2022 at 2.30 P.M** to fill up the following post on **contract basis** for the GOK funded project entitled “Yuva Spandana- Developing & Implementation an Integrated Mental Health Promotion services for youth through District youth empowerment centers in Karnataka” under **Dr. Pradeep B.S, Professor Department of Epidemiology & Principal Investigator, NIMHANS**. The desirous candidates who fulfill the eligibility criteria mentioned below are advised to appear straight away before the interview Board at the venue Committee Room adjacent to Registrar’s Office, Administrative Block, NIMHANS, Bengaluru-29, along with their Bio-data and testimonials in original as well as set of photo-copies.

1	Name of the Post	Admin/Accounts Assistant
2	No. of Post	1 (One)
3	Qualification	Bachelor’s Degree in Commerce, Business Management/Administration, M.Com, MBA
4	Experience	Experience of working as Administrative and Accounts Assistant with good work knowledge of MS Office. She/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable.
5	Nature of Work	Managing Administration and Accounts aspects of the project such as data entry, organizing monthly meetings and trainings, supervise all administrative approvals, Renewals and Sanctions, supervise Stock and accounting, approving TA/DA of staffs and training participants, coordinating honorarium for field level workers, maintenance of Yuva Spandana Kendras. Work involves travelling to various districts in Karnataka.
6	Maximum Age Limit	35 Years (Maximum)
7	Emoluments	Rs. 18,000/- (consolidated) per month
8	Duration of Post	6 Months

Note: The candidates are required to register their names between 2.00 P.M to 2.30 P.M.

**Sd/-
REGISTRAR**

