



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

No.NIMH-PROJ/NOTI./GOK/YS/PBS/VARIOUS/2022-23

Date:06.03.2023

NOTIFICATION

Applications are invited from eligible candidates to fill up for the various post on contract basis for the GOK funded project entitled “Developing & Implementation in integrated mental health promotion services for youth through district empowerment centres in Karnataka” under Dr. Pradeep B.S, Professor & Head, Department of Epidemiology & Principal Investigator.

Name of the Post : ADMIN/ACCOUNTS ASSISTANT		
1	No. of Post	1 (One)
2	Qualification	Bachelor's Degree in Commerce, Business Management/Administration, M.Com, MBA
3	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.
4	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.
5	Maximum Age Limit	35 Years (Maximum)
6	Emoluments	Rs. 20,000/- (consolidated) per month
7	Duration of Post	6 Months

Name of the Post : MONITORING AND EVALUATION OFFICER		
1	No. of Post	1 (One)
2	Qualification	M.B.B.S/M.P.H/M.D. in Community Medicine/M.Sc. in Biostatistics/Master's Degree in Demography /Any degree with statistics as one of the subjects. The candidate should have knowledge of working with Microsoft Office, any statistical analysis software, Nudi & Baraha. Experience of working in the community, setting up monitoring and evaluation systems, database management, data entry, data preparation, data analysis, presentation skills, organize data management systems for remote data entry, on mobile or tablet platforms are preferred. Should be conversant in writing and speaking Kannada and English. This work involves extensive travel throughout Karnataka.
3	Nature of Work	Organizing computerized management and information systems, data management, remote data entry, managing data entry on mobile or tablet platforms, translation and transcription, organizing field data collection, report writing and any other work related to the project as directed by the Principal investigators and Project Co-coordinator. Involves extensive travelling within Karnataka.
4	Maximum Age Limit	35 Years (Maximum)
5	Emoluments	Rs. 30,000/- (consolidated) per month
6	Duration of Post	6 Months

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Name of the Post : FIELD LIAISON OFFICER		
1	No. of Post	03 (Three)
2	Qualification	MSW / MSc Psychology / PSW. Experience working in the community in the field of mental health and Counseling services is preferred. The applicant should be conversant in reading, writing, speaking Kannada language.
3	Nature of Work	Field Liaison Officers would be selected based on their strength. After the selection, they would be posted in any of the three district of Karnataka. Selected individuals need to be based in one of their allotted three districts and work. Further, they must be willing to relocate to any given district within Karnataka. Field Liaison Officers conduct sensitization programs, resource mapping, guidance and helps field team to perform administrative activities related to the program. Further, they are responsible to submit reports to core team and other activities directed by higher officials. This job requires extensive travelling within Karnataka.
4	Maximum Age Limit	40 Years (Maximum)
5	Salary	₹25,000/- (consolidated) per month
6	Duration of Post	06 Months

Eligible candidates fulfilling the criteria must email their resume and age proof and all necessary documents to yuvaspandana2014@gmail.com. The subject of the mail should be mentioned as "Application for the post of (which ever post applied for)" without fail. The candidates, who apply should invariably mention Notification No., Date of Birth, Email-ID, Contact No. and Postal Address, failing which the application will not be considered.

Schedule for the skill test and Interview will be intimated in due course to the shortlisted candidates. The last date for receipt of filled in softcopy of the applications along with the relevant documents is 14 days from the date of notification. Applications received later will not be considered.

**Sd/-
REGISTRAR**