



# NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

(Institute of National Importance)

Hosur Road, Bengaluru – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ತंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखयाथा संस्था) बंगलुरु-560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು-560 029

NIMH/PROJ/NIHR-UoY/PM/A/NOTIF/2020-21

29.01.2021

## NOTIFICATION

NIMHANS is conducting a walk-in-selection, for filling up the post of “**Administrator**” on contract basis in NIHR-UOY funded project entitled “**Improving Outcomes in Mental and Physical Multimorbidity and Developing Research Capacity (IMPACT) in South Asia**” – under Dr.Pratima Murthy, Professor & Head, Dept of Psychiatry & Principal Investigator.

<b>Name of the Post</b>	Administrator
<b>No. of Post</b>	One Post
<b>Educational Qualification</b>	M.Com/MBA One year experience in office administration and accounting, proficiency in MS Office, knowledge of office procedures, good communication, coordination and correspondence skills.
<b>Desirable</b>	Previous experience in a research project as administrator, proficiency in statistical software packages (SPSS/R), skills to design IEC materials
<b>Maximum age limit</b>	35 Years (will be relaxed for suitable candidates)
<b>Emoluments</b>	Rs.35,000/- p.m. (Consolidated)
<b>Duration of the Post</b>	12 months Initial appointment will be made for 6 months, extendable based on the performance of the candidate.

**Eligible candidates fulfilling the criteria may walk in with their age proof, resume & copy of testimonials & certificates in original as well as a set of photocopies at the Committee room, adjacent to Academic & Evaluation, 4<sup>th</sup> floor NBRC building Admin block, NIMHANS.**

**Date and time of skill/written test and Walk-In-Selection: 06.02.2021 at 10.00 am**

### **Note:**

- 1. The candidates are required to register their names half an hour before commencement skill/written test.**
- 2. No TA/DA will be paid for attending the skill/written test/Interview.**

Sd/-  
**REGISTRAR**

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