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

NIMH/PROJ/HCL-BUMHI/PBS/NOTI/1775/2023-24   **22-03-2024**

NOTIFICATION

NIMHANS is conducting a Walk-in-Selection cum Interview for filling up the post of of 'Project Coordinator, Accounts / Admin Assistant and Training/Research Coordinator on contract basis in the HCL funded project entitled "Bengaluru Urban Mental Health Initiative: A model urban mental health program implemented by leveraging the innovative learning management system: School Mental Health" under Principal Investigator: Dr Pradeep B S, Professor and Head of the Department of Epidemiology, NIMHANS,Bengaluru.

Name of the Post	Project Co-Ordinator
No of Posts	01(One)
Essential Qualification	MBBS/MD Community Medicine, MPH
Experience and Nature of work	Candidates must have ability to liaison with different and multiple stakeholder organizations. Skills in planning and conducting research, training and ability to communicate in multiple languages desirable. Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. Candidate with experience of administering large epidemiological survey would be preferred. Any other project related work as directed by the investigators.
Salary	Rs 60,000/-
Maximum age limit	40 years
Duration	6 months - Extension is based upon the satisfactory performance of the candidate

Name of the post	Accounts /Admin Assistant
No. of posts	01(One)
Minimum qualification	Bachelor's Degree in Commerce, Business, Management/Administration, M.com, MBA
Experience	Experience working as Admin/Accounts assistant. Skills in typing, writing and speaking Hindi and English and working knowledge of any accounting software is desirable

Nature of work	Assist in admin and account activities, data entry, staff attendance, assisting in organizing monthly meetings and trainings, coordinating and managing office files and documents, maintaining stocks and asset register, verification and preparation of TA/DA of staff and training participants, assisting in preparing honorarium for field level workers, maintenance of office space. Any other work as assigned by the investigators
Maximum age limit	40 years
Salary	Rs 20,000/-
Duration of post	6 months - Extension is based upon the satisfactory performance of the candidate

Name of the post	**Training/Research Coordinator**
No. of posts	02(Two)
Minimum qualification	MBBS, MPH, MD in Community Medicine, MSW, MSc Psychology, PSW, MPhil/PhD in Psychology or Psychiatric Social work.
Experience	Experience of working in the community, module development, curriculum development, training skills, Scientific paper writing is preferred. Should be conversant in writing and speaking Kannada and English, Working Knowledge of Microsoft Office, NUDI and BARAHA software's is essential.
Nature of work	Review of literature, module development, conducting expert and training workshops, documentation, report writing, data preparation and analysis, transcription and translation from Kannada to English and vice versa. Any other work related to the project as directed by the Principal Investigator and Project Co-ordinators. Candidate should be willing to travel across Karnataka for project implementation
Maximum age limit	40 years
Salary	Rs 40,000/-
Duration of post	6 months - Extension is based upon the satisfactory performance of the candidate

The desirous candidates who fulfil the eligibility criteria mentioned above are advised to appear for **WALK-IN-SELECTION** with their Resume and Testimonials in original, as well as set of photocopies at **The Committee Room, Adjacent to Academic & Evaluation Section, 4th Floor, NBRC Building, NIMHANS, Bengaluru – 560 029.**
Date & time of Walk-in-Selection on **05.04.2024 at 10.00 A.M**.

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

Sd/-
REGISTRAR