



NOTIFICATION

NIMHANS is conducting Walk-in-Interview for the following posts on Contract Basis for a SKAN funded project entitled "Population based cohorts across stroke life course and development of a comprehensive stroke care model at district level: A demonstration project in India-SKAN NIMHANS Cohort project (NIMHANS-NH-SKAN)" under Dr. Pradeep B S, Professor of Epidemiology and Principal Investigator, NIMHANS, Bangalore.

Name of the post:	Junior Administrative Officer
No. of posts:	01(One)
Qualification:	Bachelor degree in Commerce, Business Management and/or Administration.
Experience:	Experience of working in administrative roles especially in community based projects or programs with good working knowledge of Microsoft office and any administration related software is desirable. She/he should be conversant in typing, writing and speaking Kannada and English.
Nature of work:	To assist senior administrative officer and in managing all administrative aspects of the project including activities but not limited to data entry, organizing monthly meetings, trainings, logistics and any other activities related to project as directed by the Principal investigator. Work involves travelling across project sites.
Maximum Age Limit:	40 years (maximum)
Salary:	INR Rs.25,000/- per month (consolidated)
Period required:	6 months (Initial appointment is for 6 months, based on performance, it is likely to extend further)

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 Exam Hall and Board Room, 4th Floor, NBRC Building, NIMHANS, BENGALURU-560 029.

Date & time of Walk-in-Selection on 21.10.2024 at 10.00 A.M.

NOC from the Principal Investigator If working in projects (Extramural/Intramural) in NIMHANS

Note:

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

Sd/-
REGISTRAR