



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

राष्ट्रीय मानसिका स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखाथा संस्थ) बेंगलुरु - 560 029

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

NIMH/PROJ/HCL/PBS/NOTIF/AA-RC-FLO/2024-25

15.01.2025

NOTIFICATION

NIMHANS is conducting Walk-in-Interview for the following posts on Contract Basis for the HCL funded project entitled “**Bengaluru Urban Mental Health Initiative (BUMHI): School Mental Health**” under Dr Pradeep B S, Professor, Department of Epidemiology & Principal Investigator, NIMHANS.

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 The applicant should be conversant in reading, writing, and speaking Kannada language.
Experience	Experience working as Admin/Accounts assistant is desirable. 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 (Maximum)
Salary	Rs 20,000/- per month (Consolidated)
Duration of post	6 months (Initial appointment is for 6 months, based on performance, it is likely to extend further)

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. The applicant should be conversant in reading, writing, and speaking Kannada language.
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 softwares 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-ordinator.
Maximum age limit	40 years (Maximum)
Salary	Rs 40,000/- per month (Consolidated)
Duration of post	6 months (Initial appointment is for 6 months, based on performance, it is likely to extend further)



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560 029

Name of the post	Field liaison officer
No. of posts	03(Three)
Minimum qualification	MSW/Master in Psychology/PSW/Master's in Sociology- The applicant should be conversant in reading, writing, and speaking Kannada language.
Experience	Experience in large-scale community-based surveys/research or in implementing community-based programs in the field of health is desirable. Proficiency in interpersonal skills and coordinating data collection activities and collecting data, the ability to participate effectively as a team member is required.
Nature of work	Liaising with stakeholders, assisting in organizing the workshops and developing manuals or modules, assisting in data entry, data analysis and drafting of the report. Undertake any other project activities as directed by the Principal Investigator.
Maximum age limit	40 years (Maximum)
Salary	Rs 30,000/- per month (Consolidated)
Duration of post	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 Board Room, 4th Floor, NBRC Building, NIMHANS, BENGALURU-560 029.

Date & time of Walk-in-Selection on 24.01.2025 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 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