



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

**NIMH-Proj/NOTI./GOK/YS/PBS/AAA/2017-18**

**20.10.2017**

**NOTIFICATION**

NIMHANS is conducting **WALK-IN-INTERVIEW** on **31.10.2017 at 11.00 AM** to fill one post of **Admin/ Accounts Assistant** on contract basis for the GOK funded Project entitled “Developing & Implementing an integrated mental health promotion service for youth through district youth empowerment centres in Karnataka” under Dr. Pradeep B.S, Additional Professor, Department of Epidemiology & Principal Investigator, NIMHANS, Bengaluru.

The desirous candidates who fulfill the eligibility criteria mentioned below are advised to appear straight away before the interview Board at the venue mentioned below, along with their **Bio-data and testimonials in original as well as set of photo-copies.**

**a) Admin/Accounts Assistant**

1	No. of Post	1 (One)
2	Qualification	Bachelor's degree in Commerce, Business Management and/or administration.
3	Experience	Experience of working as administrative or accounts assistant with working knowledge of computers required.  Should be conversant in typing, writing & speaking Kannada & English.  Knowledge about accounting software is desirable.
4	Nature of Work	Manage the administrative and accounting aspects of the project, data entry and related work.
5	Maximum Age Limit	35 Years (Maximum)
6	Emoluments	Rs.18,000/- (consolidated) per month
7	Duration of Post	6 Months

**Venue - Committee Room, Administrative Block, NIMHANS, Bengaluru-29**

**Date & Time of Walk-in-interview – 31.10.2017 at 11.00 AM.**

*Note: The candidates are required to register their names between 10.30 AM to 11.00 AM*

**Sd/-  
REGISTRAR**