



NOTIFICATION

NO.NIMH/PER(7)/RECT/ADVT-03/2019-20

Date: 02.07.2019

Applications are invited from the eligible candidates for the vacant posts mentioned below in the prescribed form from the Indian Nationals for appointment **ON CONTRACT BASIS.**

01. DATA ENTRY OPERATOR (Under Centre for Addiction Medicine)	02 (01-OBC, 01-UR)
02. FOLLOW UP COUNSELLOR (Under Centre for Addiction Medicine)	02 (01-EWS, 01-UR)

***The candidates who have already worked or working in the said post at NIMHANS need not to apply.**

Note:-The number of vacancies/category-wise vacancies may vary/likely to increase/decrease at any stage of recruitment.

The application form can be downloaded from the Institute's Website <http://www.nimhans.ac.in>. The prescribed application processing fee of Rs. 590/- (including 18% GST) for UR/OBC candidates & Rs. 295/- (including 18% GST) in case of SC/ST candidates shall be remitted to State Bank of India, NIMHANS Branch, Bengaluru, Beneficiary Name: The Director, NIMHANS, S.B. Account No. 64118462718, IFSC Code No. SBIN0040675, MICR Code: 560002480 and Branch Code-40675 through ONLINE MODE only.

The application in the prescribed form should be submitted along with the transaction/payment details for having remitted the prescribed application processing fee as stated above. The duly filled in application along with its enclosures has to reach The Registrar, NIMHANS, P.B No.2900, Hosur Road, Bengaluru-560029, India on or before 23.07.2019.

TERMS & CONDITIONS AND DETAILS REGARDING THE POSTS ARE AS FOLLOWS:

Sd/-
Director



NOTIFICATION

NIMHANS Invites applications for the vacant posts mentioned below, in the prescribed form from the Indian Nationals for appointment On Contract Basis.

1. DATA ENTRY OPERATOR

<u>No. of Posts</u>	02 POSTS [01-OBC, 01-UR]
<u>Educational Qualification</u>	Any Degree with experience in data entry.
<u>Upper Age Limit</u>	30 years
<u>Consolidated Pay</u>	Rs.21,000/- P.M.
<u>PERIOD</u>	On contract basis for one year likely to be renewed for the 2 nd & 3 rd year depending upon the satisfactory performance of duties.

2. FOLLOW UP COUNSELLOR

<u>No. of Post</u>	02 POSTS [01-EWS, 1-UR]
<u>Educational Qualification</u>	Degree in Social Sciences.
<u>Upper Age Limit</u>	30 years
<u>Consolidated Pay</u>	Rs. 21,000/- P.M.
<u>Period</u>	On contract basis for one year likely to be renewed for the 2 nd & 3 rd year depending upon the satisfactory performance of duties.

TERMS & CONDITIONS:

1. The application form should be downloaded from the Institute Website <http://www.nimhans.ac.in> & submitted along with required copies of certificates of the Age Proof, Academic Qualification, Experience Certificate, photo etc, so as to reach **The Registrar, NIMHANS, P.B.No.2900, Hosur Road, Bengaluru – 560 029.**
2. Any modification or Corrigendum will be updated in the Institute Website only.
3. The prescribed application processing fee is **Rs.590/-** (including 18% GST) for UR & OBC Candidates and **Rs.295/-** (including 18% GST) for SC & ST Candidates) shall be remitted to State Bank of India, NIMHANS Branch, Bengaluru, **Beneficiary Name: The Director, NIMHANS, S.B Account No: 64118462718 and IFSC Code No: SBIN0040675, MICR Code: 560002480 and Branch Code – 40675** through **online mode** only.
4. No applications shall be entertained if it is incomplete/received after the last date prescribed/not forwarded through proper channel. The institute will not take responsibility for postal delay if any.

5. In case if it is felt necessary, the Institute may not fill up any or all of the above posts and if so, no separate intimation will be given to the candidates.
6. No separate intimation will be given to the ineligible candidates.
7. For applying more than one post, candidates should send a separate application for each post along with the transaction/ payment details for having remitted the prescribed application processing fee for each post as stated above in Sl.No.03.
8. The Candidates will be selected on the basis of written examination which will be followed by Skill Test.
9. Candidates belonging to reserved category such as OBC, SC & ST may also apply for the vacancies notified against UR without relaxation in respect of Age as per O.M. No.36011/1/98-Estt. (Res) dated 01.07.1998.
10. Latest OBC Certificate in Annexure A format containing mention regarding Creamy Layer for OBC candidates in case of their claim against the said category. The said OBC certificate shall be in the format prescribed by GOI as per OM dated 29.12.1993. (order No.3) (Appended). Certificates not in the said format will be summarily rejected .Applications without such certificated or certificated of BC/MBC without mention of Creamy Layer will be considered against UR Category only subject to eligibility. (For format kindly see **Annexure A** which is attached with this notification).
11. The person claiming reservation under Economically Weaker Section has to produce Income and Assets Certificate from the Competent Authority in **proper format** (Copy Enclosed). Candidates are informed to enclose the certificate alongwith application while submitting the application form. If candidates are failed to enclose the certificate, they will be not entitled for any reservation and will be considered against UR Category only subject to eligibility. (For format kindly see **Annexure B** which is attached with this notification).
12. If vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, it will be not carried forwarded to the next year as backlog.
13. The Number of Vacancies/Category-wise Vacancies may vary/likely to change at any stage of recruitment..
14. Age relaxation will be given as per GOI rules.
15. All the enclosures should be neatly tagged to the application and name of the post should be clearly specified in the application form.
16. **Candidates are informed to write their email id in the application form and to regularly check their emails as call letter for the said posts will be sent through nimhansrecruitmentcell@gmail.com or personnel@nimhans.ac.in email only.**
17. Interim correspondence will not be entertained and replied to.
18. The last date for receipt of filled in application together with the relevant documents is on or before **23.07.2019 upto 4.30 P.M.**
19. Cut off date for calculation of age, experience is **23.07.2019.**

Sd/-
Director