



# NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

(Institute of National Importance, under Ministry of Health and Family Welfare, Govt. of India)

Hosur Road, Bengaluru – 560 029

राष्ट्रीय मानसिका स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखयाथा संस्थ) बंगलुरु-560 029

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

NIMH/PROJ/LINUX/CB/PC/NOTIF/2019-20

Date: 27.06.2019

## NOTIFICATION

Applications are invited from the eligible candidates for filling up the post of “**Project Coordinator**” on contract basis for the **LINUX** funded project entitled “**IPS-SZ and NIMHANS Digital Initiative for Academics and Nurturing Skills (INDIANS)**” under Dr. Chethan B, Assistant Professor of Psychiatry & Principal Investigator.

Name of the Post	Project Coordinator
No. of Post	1 (One)
Educational Qualifications	Bachelors Degree in Business Administration or Bachelors Degree in Business Management
Maximum age limit	30 Years
Emoluments	₹25,000/- P.M. Consolidated
Desirable Experience	<ul style="list-style-type: none"><li>• Must have experience in coordination between different stakeholders like students and teachers &amp; usage of digital training platforms, Social media marketing</li><li>• Experience in office administration and office procedures</li><li>• Working with MS office and tools for analytics (Google Analytics, ahrefs etc)</li><li>• Work experience in public sector</li><li>• Should be well versed in Kannada, Hindi and English languages</li></ul>
Position Involves	<ol style="list-style-type: none"><li>1. Coordinating the project work and course activities</li><li>2. Assisting in the production and distribution of schedules</li><li>3. Distributing promotional materials about project work</li><li>4. Social media marketing</li><li>5. Management of Digital training platforms</li><li>6. Collecting monthly reports, assessments and data record maintenance.</li><li>7. Management of databases/Web analytics</li><li>8. Writing letters and documentation</li><li>9. Administrative work</li></ol>
Duration of the Project	1year Initial appointment will be made for a period of six months and will be extended further depending upon the performance of the candidate

Eligible candidates fulfilling the criteria may apply with the resume, Copy of marks cards and certificate if any by email to **psyacads@gmail.com** candidates, who apply, should invariably mention the **Notification No. Date, email ID, Contact No. & Postal Address** without fail, otherwise the application will not be considered.

Last date for receipt of filled in applications together with the relevant documents is **07/07/2019**.

Sd/-  
**REGISTRAR**