

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

**NIMH-PROJ/WT-DBT/GV/NOTI/2020-2021**

**10<sup>th</sup> December, 2020**

**NOTIFICATION**

Application are invited from the eligible candidates for filling up the following posts on contract basis under the DBT Wellcome Trust India Alliance entitled “Clinical Research Centre for Neuromodulation in Psychiatry” (Principal Investigators: Dr. G. Venkatasubramanian, Dr. Jagadisha Thirthalli & Dr. Urvakhsh Meherwan Mehta, Department of Psychiatry, NIMHANS)

<b>1</b>	<b>Name of the Post</b>	<b>Junior Research Fellow (Psychiatric Social Worker)</b>
	Number of Posts	2 (Two)
	Essential Qualification for Eligibility	MPhil in Psychiatric Social Work from a recognised institute/university
	Upper Age Limit	35 years
	Salary	31,000 INR + 24% HRA
	Duration of the post	Initial appointment will be made for a period of one year, which will be extendable depending upon the performance of the candidate every 12 months till 4 Years & 10 months (OR) till the end of the project whichever is earlier

<b>2</b>	<b>Name of the Post</b>	<b>Staff Nurse</b>
	Number of Post	2 (Two)
	Essential Qualification for Eligibility	MSc Psychiatry Nursing from a recognised institute/university
	Upper Age Limit	35 years
	Salary	31,000 INR + 24%
	Duration of the post	Initial appointment will be made for a period of one year, which will be extendable depending upon the performance of the candidate every 12 months till 4 Years & 10 months (OR) till the end of the project whichever is earlier

<b>3</b>	<b>Name of the Post</b>	<b>Manager + Digital (Technical Officer)</b>
	Number of Post	1 (One)
	Essential Qualification for Eligibility	<ul style="list-style-type: none"> <li>● Bachelor in Computer Application from a recognised institute/university</li> <li>● Minimum 3 Years of administrative experience (clerical/equivalent position) in clinical, academic &amp; research institute.</li> <li>● Minimum 3 Years of experience in Technical assistance for tele-conferences in health-related projects.</li> <li>● Experience in data storage in cloud platform and remote servers.</li> </ul>
	Upper Age Limit	35 years
	Salary	30,000 INR per month (Consolidated) +3% annual increment
	Duration of the post	Initial appointment will be made for a period of one year, which will be extendable depending upon the performance of the candidate every 12 months till 4 Years & 10 months (OR) till the end of the project whichever is earlier

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<b>4</b>	<b>Name of the Post</b>	<b>Executive Assistant</b>
	Number of Post	1 (One)
	Essential Qualification for Eligibility	<ul style="list-style-type: none"><li>● 10<sup>th</sup> Standard/SSLC or equivalent</li><li>● 5 Years of experience as office assistant / laboratory assistant / executive assistant in a hospital setting</li></ul>
	Desirable qualifications	Proficiency in Microsoft Office and related computer operations
	Upper Age Limit	40 years
	Salary	15,000 INR per month (Consolidated) +3% annual increment
	Duration of the post	Initial appointment will be made for a period of one year, which will be extendable depending upon the performance of the candidate every 12 months till 4 Years & 10 months (OR) till the end of the project whichever is earlier

Eligible candidates fulfilling the criteria must apply by mandatorily sending following documents as a single pdf in the same order:

1. Application letter (It should mention the **Notification No., Name of the applied Post & Date**)
2. Checklist (Strictly in the attached format)
3. Resume (Strictly in the attached format: mandatory to include **e-mail ID, Contact Number, Postal Address & Two Referees**)
4. Copy of certificate of the Age Proof
5. Copies of certificates of Essential Academic Qualification(s)
6. Copies of certificates of Experience(s)  
(Work experience wherever applicable for “Essential qualification for eligibility” should be supported by a **Letter of Recommendation from the supervisor** of the department/section in which the candidate has work experience)
7. Document(s) to support other desirable qualifications

All the above documents should be mandatorily sent as a single pdf document by email to [neuromodulation.crc@gmail.com](mailto:neuromodulation.crc@gmail.com). **Applications not following the above format and not having the above-mentioned documents will not be considered.**

The last date for receipt of applications along with the relevant documents is **18<sup>th</sup> December, 2020**

- No applications shall be entertained if it is incomplete/ received after the last date prescribed.
- The institute will not take responsibility for postal delay or e-mail failure (if any)
- 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.
- No separate intimation will be given to the ineligible candidates.
- The Candidates will be selected on the basis of Personal interview.

Sd/-  
**REGISTRAR**

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**Format for Resume**

1. Name of the candidate :
2. Present address :
3. Permanent address :
4. Email :
5. Telephone number(s) :
6. Age :
7. Date of Birth :
8. Academic qualifications :

<b>Name of examination/ degree</b>	<b>University/ Institution</b>	<b>Subject</b>	<b>Month &amp; Year of completion</b>

9. Experience (previous appointments held with date and duration):

<b>Post held</b>	<b>Period</b>		<b>Total period</b>	<b>Organization/ Institute</b>
	<b>From</b>	<b>To</b>		

10. Names and contact details of two Referees:
  - a.
  - b.
11. Any other relevant information(s):

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**Checklist**

Name of the Candidate:

Name of the Post applied:

Sl. No.	Item	Yes/No ("Yes" only if relevant document is attached)	Attachment Serial No.
1.	Application Letter		
2.	Checklist		
3.	Resume		
4.	Age Proof		
5.	Essential qualification(s)	a.	
		b.	
		c.	
		d.	
6.	Desirable qualification(s)	a.	
		b.	
7.	Any other relevant document	a.	

I hereby declare that I have all the requisite qualifications as mentioned in the notification. I have attached the requisite documents in the prescribed order. I declare that all the information provided in the application are correct and attached documents are the unaltered true copies of the original documents.

Signature of Candidate  
(with Full name and date)