



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

NIMH-PROJ/SKAN/NOTI/SJ/Off-Admin/2021-22

Date: 31.01.2022

NOTIFICATION

Applications are invited from the eligible candidates for filling up the post of **Office Administrator**” on contract basis for the projects under SKAN Research trust under Dr.Sanjeev Jain, Senior Professor, Department of Psychiatry & Principal Investigator.

Name of the post	Office Administrator
No. of posts	One
Qualification	Any degree - BSc/BCA/BA/B.Com.
Experience	Essential: -office communications, basic accounting, tally, Data entry using MS Excel and MS Access. Desirable: - at least 6 months’ work experience in accounts and office administration.
Maximum Age Limit	35 Years
Emoluments	Rs.25,000/- per month (Consolidated)
Duration	6 months. The appointment is contractual for the period of 6 months, with extension up to the term of the project with annual revaluation and renewal.

Eligible candidates fulfilling the criteria, may apply by sending their resume, copies of certificates of the Age Proof, Academic Qualification, Experience Certificate & documents to support the desirable qualifications (as detailed above) by email to adbs.project@gmail.com. Candidates who apply, should invariably mention the **Notification No. Date, email ID, Contact No. & Postal Address**, failing which the application will not be considered.

The last date for receipt of applications along with the relevant documents is 08.02.2022

**Sd/-
REGISTRAR**