

**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES**

Institute of National Importance, Hosur Road, Bengaluru - 560 029

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

No.NIMH/PROJ/MoWCD/JVS/Various/2022-23

17.08.2022

**NOTIFICATION**

NIMHANS is conducting **Walk-in-Selection** for the various posts on contract basis for the MoWCD funded project entitled "A National Initiative & Integrated Resource for Child Protection, Mental Health, & Psychosocial Care" under Dr.K.John Vijay Sagar, Prof & Head, Dept of Child & Adolescent of Psychiatry & Principal Investigator

Name of the Post	<b>Senior IT Officer</b>
No. of Post	02 (Two)
Essential Qualifications	a. M.Tech/M.E/B.E./B.Tech in IT, CSE, ECE/MCA in IT/ computer science from any recognized University/ Institution b. 3 year experience in relevant field c. Experience in web application development, database management and LMS d. Knowledge in programming i.e. .NET, PHP, Python.
Desired knowledge/skills	- Having work experience in any govt./autonomous/ private/ university/teaching Centre. - Experience in relevant field, such as in enabling Telemedicine and Virtual Knowledge Network Facilities.
Maximum Age Limit	35 years
Emoluments / Salary	Rs. 90,000/- per month (Consolidated).
Job Profile	Multimedia content development, Software maintenance, Computer installation and maintenance, System Security and Network security.
Location	Bangalore City/ NIMHANS
Duration of the Post	6 Months (Further extension will be based on the performance of the candidate)

Name of the Post	<b>IT Assistant/Maintenance Officer</b>
No. of Post	01 (One)
Essential Qualifications	a. B.Sc./M.Sc./B.E. / B. Tech/MCA in IT/ computer science from any recognized University/ Institution b. 2 year experience in relevant field
Desired knowledge/skills	- Having work experience in any govt./autonomous/ private/ university/teaching Centre.
Maximum Age Limit	30 years
Emoluments / Salary	Rs. 45,000/- per month (Consolidated).
Job Profile	Multimedia content development, Software maintenance, Computer installation and maintenance, System Security and Network security.
Location	Bangalore City/ NIMHANS
Duration of the Post	6 Months (Further extension will be based on the performance of the candidate)

Contd.../-

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-:2:-

Name of the Post	<b>Administrative Coordinator</b>
No. of Post	01 (One)
Essential Qualifications	a. MBA or M.Com/B.Com b. 2 years Experience in financial reporting, logistics and administrative management of office spaces. c. Proficiency with computers, especially MS Office. d. Ability to plan for and keep track of multiple activities and deadlines. e. Good verbal and written communication skills in English. f. Verbal communication skills in Hindi.
Desired knowledge/skills	Time, task, and resource management skills. Strong problem solving and interpersonal skills. Ability to work in and manage teams.
Maximum Age limit	35 years
Emoluments / Salary	Rs.45,000/- per month (Consolidated).
Job Profile	Supervising day-to-day operations of the project. Developing, reviewing, and improving administrative systems, policies, and procedures. Ensuring office is stocked with necessary supplies and all equipment is Working and properly maintained. Working with accounting and management team to set budgets, monitor Spending, and processing payroll and other expenses. Planning, scheduling, and promoting office events, including travel, meetings, conferences, interviews, orientations, and training sessions.
Location	Bangalore City/ NIMHANS
Duration of the Post	6 Months (Further extension will be based on the performance of the candidate)

The desirous candidates who fulfil the eligibility criteria mentioned above are advised to appear for **WALK-IN-SELECTION** with their Resume, Marks card and Testimonials in original, as well as set of photocopies.

**Venue:** Committee room, next to the academic and evaluation, 4<sup>th</sup> floor, NRC building, Administrative Block, NIMHANS, Bengaluru-29.

**Date & time of Walk-in-Selection: 30.08.2022 at 9.30 A.M**

Note: 1. The candidates are required to register their names between half an hour before Commencement of the walk in selection.

2. No TA/DA will be paid for attending the walk in selection.

Sd/-  
**REGISTRAR**