



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 560 029

राष्ट्रीयमानसिकास्वास्थ्यएवंतंत्रिकाविज्ञानसंस्थान (राष्ट्रीयप्रमुखाथासंस्थ) बेंगलुरु – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯಮತ್ತುನರವಿಜ್ಞಾನಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು-560 029

NIMH/PROJ/NOTI/SAMA/JN/ADMN/2022-23

16.11.2022

NOTIFICATION

Applications are invited from the eligible candidates, for filling up the following post on **contract basis** in the **MRC-UK** funded project titled ‘**The SAMA Project - Feeling good and doing well in school**’ under **Dr N. Janardhana**, Professor, Department of Psychiatric Social Work & Principal Investigator

Name of the Post	Admin/Accounts Assistant
No. of Post	01 (One)
Qualification	<ul style="list-style-type: none">• PUC, Bachelor’s degree
Desirable	<ul style="list-style-type: none">• Candidates from commerce background
Experience	<ul style="list-style-type: none">• Experience working as administrative or accounts assistant with good working knowledge of MS office. S/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable
Nature of Work	<ul style="list-style-type: none">• Manage the administration and accounting aspects of the project such as data entry, organizing monthly meetings and trainings, supervise all administrative approvals, renewals and sanctions, supervise stocks and accounting, approving TA/DA of staffs and training participants, coordinating honorarium for field level workers. This work involves travelling to Kolar and Bengaluru Rural/Urban districts in Karnataka
Age limit	25 years maximum
Salary	Rs. 15,000/- per month (Consolidated)
Duration of the post	Initial appointment will be made for a period of 6 months which will be extendable until the end of the project depending upon the performance of the candidate

Eligible candidates fulfilling the criteria may apply with resume, age proof, copy of mark sheets and certificates by mail janardhannimhans@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 the relevant documents is **14 days from the date of notification published in the NIMHANS website. Applications received later will not be entertained.**

Sd/-
REGISTRAR