



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

No.NIMH-PROJ/NOTI./GOK/YS/PBS/AAA/2022-23

Date:06/12/2022

NOTIFICATION

Applications are invited from eligible candidates to fill up for the post of **Admin and Accounts Assistant** on contract basis for the GOK funded project entitled “Developing & Implementation in integrated mental health promotion services for youth through district empowerment centres in Karnataka” under Dr. Pradeep B.S, Professor & Head, Department of Epidemiology & Principal Investigator.

Name of the Post : ADMIN/ACCOUNTS OFFICER		
1	No. of Post	1 (One)
2	Qualification	Bachelor’s Degree in Commerce, Business Management/Administration
3	Experience	Experience of working as Administrative and Accounts Assistant with good work knowledge of MS Office. She/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable.
4	Nature of Work	Managing Administration and Accounts aspects of the project such as data entry, organizing monthly meetings and trainings, supervise all administrative approvals, Renewals and Sanctions, supervise Stock and accounting, approving TA/DA of staffs and training participants, coordinating honorarium for field level workers, maintenance of Yuva Spandana Kendras. Work involves travelling to various districts in Karnataka.
5	Maximum Age Limit	35 Years (Maximum)
6	Emoluments	Rs. 20,000/- (consolidated) per month
7	Duration of Post	6 Months (based on performance, it is likely to extend further)

Eligible candidates fulfilling the criteria must fill their details in the given link <https://forms.gle/UrUYmokKT23NH6xoG9> and email their resume and age proof to yuvaspandana2014@gmail.com. The subject of the mail should be mentioned as “Application for the post of “Admin/Accounts Officer” without fail. The candidates, who apply should invariably mention Notification No., Date of Birth, Email-ID, Contact No. and Postal Address, failing which the application will not be considered.

Schedule for the skill test and Interview will be intimated in due course to the shortlisted candidates. The last date for receipt of filled in softcopy of the applications along with the relevant documents is 14 days from the date of notification. Applications received later will not be considered.

Sd/-
REGISTRAR