



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 560 029

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

NIMH/PROJ/SKAN /NOTIF/PBS/SAO/SCM/2023-24

Date: 23.09.2023

NOTIFICATION

NIMHANS is conducting walk-in interview for following post on a contract basis for the SKAN funded project titled 'NIMHANS-NH-SKAN project' under Dr Pradeep B.S, Professor and HOD of Epidemiology and Principal Investigator, NIMHANS, Bengaluru – 560 029

Name of the post:	Senior Administrative Officer
No. of post	01(One)
Period required:	6months(Initial appointment is for 6 months based on Performance, it is likely to extend further)
Salary:	INR /- 60,000/- per month (consolidated)
Maximum Age Limit:	40 years (maximum)
Qualification:	Masters/ degree in Commerce, Business Management and/or Administration
Experience:	Experience working in the field of administration and logistics with good working knowledge of computers including MS office especially Microsoft Excel. S/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable.
Nature of work	Manage the administrative and logistical aspects of the project such as data and sample collection, 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, maintenance of project offices and any other as directed by the study investigators. This work involves extensive travelling to project sites.

Name of the post:	Senior Community Mobiliser
No. of post	01(One)
Period required:	6 months (Initial appointment is for 6 months based on Performance, it is likely to extend further)
Salary:	INR /- 80,000/- per month (consolidated)
Maximum Age Limit:	40 years (maximum)
Qualification:	M.B.B.S/M.P.H/M.D in Community Medicine, Masters in social work or sociology or political science or community or rural development or psychology or Journalism or mass communication or equivalent.
Experience:	The candidate should be well versed with community mobilization activities, networking in the community and local language/s. Experience of working in the community at a senior level for at least 3 years d. Experience of working in community based research project/s, managing large teams are preferred. Proficiency in reading, writing and speaking local languages especially Kannada. Be able to train data collectors in local language.
Nature of work	Facilitate community mobilization to participate in study in Kolar and Bengaluru. Coordinate with prominent stakeholders like medical college faculty/staff, hospital staff, community leaders and other significant people in community to ensure smooth conduct of the study within the community and hospitals. Organize community meetings, health camps and troubleshoot issues within the community. Develop and rollout a specific IEC plan for the conduct the study

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and support all community related activities of the project. Develop IEC materials, community study related aspects to the community and liaison between the community, hospitals, project and government stakeholders. Developing and managing media content including content for webpage, press releases, and social media handles etc. Any other work as directed by the investigators. This position requires extensive travelling to project sites.

Eligible candidates fulfilling the criteria mentioned above are advised to appear for **WALK- IN- SELECTION** with their Resume and Testimonials in **original**, as well as set of photocopies at the Exam Hall, Adjacent to Academic Section, 4th Floor, NBRC Building Administrative Block, NIMHANS, Bengaluru – 560 029.

Date & time of Walk-in-Selection on 06.10.2023 at 10.00 A.M.

Note: The candidates are required to register their names before half an hour of the Interview.

No TA/DA will be paid for attending the Selection.

**Sd/-
REGISTRAR**