



# 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

NIMHANS/CBM/NOTI/YCJR/EA/ 2024-25

Date: 19.06.2024

## NOTIFICATION

Applications are invited from eligible candidates for the post of “**Executive Assistant**” on a contract basis for the “**Centre for Brain and Mind**” project funded by **Rohini Nilekani Philanthropies (RNP)** under Dr. Y.C. Janardhan Reddy, Senior Professor, Department of Psychiatry & Principal Investigator.

<b>Name of the post</b>	<b>Executive Assistant</b>
<b>No. of posts</b>	01 (One)
<b>Essential Qualification</b>	Bachelor's Degree in Commerce/Science/Business Management/Administration or a related field with 3 years of working experience in fields of administration and accounts.  OR Master's Degree in Commerce/Science/Business Management/Administration or a related field with 1 year of working experience in fields of administration and accounts.
<b>Desirable Experience</b>	<ul style="list-style-type: none"><li>• Experience working as an Administrative and/or Accounts Assistant in a research institute or a clinical setting.</li><li>• Proficient in Microsoft Office Suite and conversant in typing</li><li>• Excellent communication and interpersonal skills.</li><li>• Knowledge of using accounting software.</li></ul>
<b>Responsibilities</b>	<p><u>Project Accounting:</u></p> <ul style="list-style-type: none"><li>• Maintain and prepare accurate and up-to-date accounts for research projects, including tracking expenses, generating reports, and reconciling transactions.</li><li>• Process indents and invoices, ensuring timely payments and adherence to financial regulations.</li></ul> <p><u>Administrative duties:</u></p> <ul style="list-style-type: none"><li>• Provide essential administrative support to project teams, including coordinating with various departments for follow-ups, managing schedules, and organizing meetings.</li><li>• Schedule logistics for meetings, travel arrangements, and other project-related activities.</li><li>• Draft letters and other communication materials as required.</li><li>• Answer phone calls and emails professionally and efficiently, directing inquiries to appropriate staff members.</li><li>• Maintain filing systems and records in an organized and accessible manner.</li><li>• Order and manage office supplies.</li><li>• Handle confidential information with discretion and maintain a high level of confidentiality.</li></ul> <p><u>Recruitment:</u></p> <ul style="list-style-type: none"><li>• Assist with the end-to-end recruitment process</li></ul>
<b>Maximum Age Limit</b>	35 Years
<b>Emoluments per month</b>	Rs.40,000/- (Consolidated)
<b>Duration</b>	1 year, contractual, extension is contingent on the performance of the Candidate (up to the end of the project period i.e.31 st July 2027.).
<b>Application Mode</b>	<a href="https://forms.gle/xxg8hbRpptz5xvHq7">https://forms.gle/xxg8hbRpptz5xvHq7</a>

Eligible candidates who are fulfilling the above criteria may apply by using the given link in the notification. The applicants are requested to kindly ensure that they provide documentary support for all the essential criteria (i.e., Resume and Date of birth document).

### **NOC from the Principal Investigator if working on projects (Extramural/Intramural) in NIMHANS**

Applications with incomplete documentary support will not be considered. The last date for receipt of the applications is 14 days from the date of Notification. Please note that late applications will not be entertained.

Sd/-  
REGISTRAR