



# NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 560 029

राष्ट्रीयमानसिकास्वास्थ्यएवंतंत्रिकाविज्ञानसंस्थान, राष्ट्रीयप्रमुखआथासंस, बेंगलुरु – 560 029  
ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ, ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು-29

No. NIMH/PROJ/GOUK/PBS/VAR. POSTS/2023-24

19.05.2023

## NOTIFICATION

NIMHANS is conducting **Walk-in-Selection** for '**VARIOUS POSTS**' on contract basis for the Government of Uttarakhand funded program "**Epidemiological survey of autism, intellectual disability and common psychiatric disorders among children and adolescent in Uttarakhand**" under Dr. Pradeep B.S, Professor and Head, Department of Epidemiology & Principal Investigator, NIMHANS, Bengaluru.

Name of the post	Data Manager
Number of posts	01(One)
Essential Qualification	M.Sc in Biostatistics/Master's Degree in Demography/ Data Science.
Essential qualification and experience	The candidate should have sound working knowledge on either of the following statistical/ data management software namely STATA, SPSS, SAS, Microsoft Excel, Sound working knowledge of Microsoft Power point, Microsoft Word, Microsoft Office. Experience in working in community-based research and digital data management including database preparation, data entry, data cleaning/preparation, data analysis and data management. Should be conversant in writing and speaking Hindi and English
Nature of work	Data management includes but not limited to management through virtual mode, managing data entry on mobile or tablet platforms, organizing field data collection. Developing training methodology and manuals for data collection and management. Drafting a report, other work related to project as directed by the Principal investigator.
Maximum age limit	40 years
Salary	Rs.30,000/-
Project Period	6 months –Extension is based upon the satisfactory performance of the candidate

Name of the post	Admin/Accounts Assistant
No. of posts	01(One)
Minimum qualification	Bachelor's Degree in Commerce, Business, Management/Administration, M.com, MBA
Experience	Experience working as Admin/Accounts assistant. Skills in typing, writing and speaking Hindi and English and working knowledge of any accounting software is desirable
Nature of work	Assist in admin and account activities, data entry, staff attendance, assisting in organizing monthly meetings and trainings, coordinating and managing office files and documents, maintaining stocks and asset register, verification and preparation of TA/DA of staff and training participants, assisting in preparing honorarium for field level workers, maintenance of office space. Any other work as assigned by the investigators
Maximum age limit	40 years
Salary	Rs 20,000/-
Duration of post	6 months - Extension is based upon the satisfactory performance of the candidate

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Name of the Post	Project Co-Ordinator
No of Posts	01(One)
Essential Qualification	MBBS/MD Community Medicine, MPH
Experience and Nature of work	Candidates must have ability to liaison with different and multiple stakeholder organizations. Skills in planning and conducting research, training and ability to communicate in multiple languages desirable. Candidates should be willing to travel extensively to survey sites. Monitor the progress of the survey, supervise field activities and liaison with local coordinators. Candidate with experience of administering large epidemiological survey would be preferred. Any other project related work as directed by the investigators.
Salary	Rs 50,000/-
Maximum age limit	40 years
Duration	6 months - Extension is based upon the satisfactory 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 and Testimonials in original, as well as set of photocopies at the Board Room, and Evaluation Centre 4th Floor, NBRC Building, Opposite to Library, Administrative Block, NIMHANS, Bengaluru – 560 029.

## **Date & Time of Walk-in-Selection on 31/05/2023 at 10:00 A.M**

### **Note:**

1. The candidates are required to register their name half an hour before the scheduled time.
2. No TA/DA will be paid for attending the Written/Skill Test.

Sd/-  
**REGISTRAR**