



NATIONAL INSTITUTE OF MENTAL HEALTH & NEURO SCIENCES
Institute of National Importance
BANGALORE - 560 029

NIMH/PROJ/PSC/PT/NOTIF/PAA/2023-24

Date. 25.04.2024

NOTIFICATION

Applications are invited from eligible candidates to fill up for a post of Program Administrative Assistant on contract basis for the project entitled "NIMHANS_UoL (University of Liverpool) partnership funded by Pratiksha Trust (NPL)" under Dr. Prabha S Chandra, Sr. Professor, Department of Psychiatric & Principal Investigator.

Name of the post	Program Administrative Assistant
No. of post	1 (One) (Temporary Contractual for a period of 5 years)
Essential Qualification	Bachelor's degree (BBA/BBM/B.Sc.) with minimum 3 years' experience in hospital or social Sector OR Master's degree in Business Administration (MBA) with 1 year experience
Desirable	<ul style="list-style-type: none">• Excellent oral and written communication skills in English• Skilled at accounting, digital communication, computers, human resource management with good personnel and time management skills and able to work under strict deadlines• Experience in handling projects/programs independently including timeline based task management
Maximum age limit	35 Years
Emoluments	Rs.40,000/- P.M. - Consolidated + 5% increment per year
Duration of the post	5 years Initial appointment will be made for a period of one year, which will be extendable every year or till the end of the project depending upon the performance of the candidate.
Duties and responsibilities	<ol style="list-style-type: none">1. Responsible for planning, managing, and coordinating the programme2. Liaison with UoL personnel3. Set up zoom meetings, correspond with UoL faculty and other staff, maintain minutes of meetings4. Maintenance of accounts and liaison with personnel, claims, account, academic sections, deans and registrar office etc5. Responsible for all activities related to PhD program, early and senior fellowships, etc6. Prepare indents, annual reports etc

The desirous candidates who fulfil the eligibility criteria mentioned above are advised to send their Application, Resume, Marks cards and testimonials in originals through e-mail to nimhansuol@nimhans.ac.in. 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.

Note: The selection procedure includes Written Test, Skill based Test and an Interview. The candidates are required to register their names half an hour before the Commencement of the Written Test. No TA/DA will be paid for attending the Examination and NOC has to be obtained by the current Principal Investigator if working in other projects (Extramural/Intramural) of NIMHANS.

Sd/-
REGISTRAR