



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 560 029

राष्ट्रीय मानसिका स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीयप्रमुख्याथासंस्थ) बेंगलुरु – 560 029

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

NIMH/PROJ/GenECT/BV/AA-AT/NOTIF./2023-24

Date: 04.08.2023

NOTIFICATION

Applications are invited from the eligible candidates for the posts of “**Administrative Assistant**” and “**Attender**” on a contract basis for the project titled “**The Genetic of Major Depression Treated by Electroconvulsive Therapy (GenECT) study**” funded by the National Institute of Mental Health of the US National Institute of Health, Bethesda Maryland, USA under Dr. Biju Viswanath, Additional Professor of Psychiatry and Principal Investigator, NIMHANS, Bengaluru – 560 029

Name of the post	Administrative Assistant
No. of post	1 (One)
Educational Qualification	B.Com/BSc/BCA/BA
Desirable Experience	Experience in office administration, basic accounting, and Data entry using MS Office. Ability to do any other task assigned from time to time.
Maximum Age Limit	25 years
Emoluments	Rs.25,000/- Per Month (Consolidated)
Duration of Project	01 year The initial appointment will be made for a period of 06 Months extendable based on the performance of the candidate.
Application Mode	https://forms.gle/2PmpyWUNmAjV7YvM9

Name of the post	Attender
No. of post	01 (One)
Educational Qualification	Pass in SSLC / Matriculation
Maximum Age Limit	30 years
Emoluments	Rs.16,000/- Per Month (Consolidated)
Nature of work	General cleaning of the labs/Offices, vacuuming, sweeping, and mopping floors; opening and closing of rooms; proper disposal of biomedical waste; emptying trash receptacles; cleaning and sanitizing bathrooms, showers, toilets, sinks, and countertops; assisting in lifting heavy instruments; checking stock levels of cleaning supplies; and replacing when appropriate. Required skills - Able to use basic cleaning equipment; working quickly without compromising quality; ability to complete tasks in a timely manner with minimal supervision; Ability to do any other task assigned from time to time.
Duration of Project	01 year The initial appointment will be made for a period of 06 Months extendable based on the performance of the candidate.
Application Mode	Eligible candidates fulfilling the criteria may apply with resume, age proof, copy of mark sheets and certificates by mail genectstudy@gmail.com Candidates, who apply should invariably mention the Notification No., Date, email ID, Contact No. & Postal address , failing which the application will not be considered.

Eligible candidates will be shortlisted and the interview details will be communicated to the shortlisted candidates by email.

The last date for receipt of the relevant documents is **14 days from the date of notification published in the NIMHANS website. Applications received later will not be entertained.**

Sd/-
REGISTRAR