



**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
(INSTITUTE OF NATIONAL IMPORTANCE) BENGALURU – 560 029**

NIMH-PROJ/AR/PTS/PC/NOTI/2020-21

04th November, 2020

NOTIFICATION

Application are invited from the eligible candidates for filling up the post of **Project Co-ordinator** on contract basis for the project entitled “Aging related care and Research” under Dr.P.T.Sivakumar, Professor of Psychiatry and Principal Investigator.

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| Name of the post | Project Co-ordinator |
| No. of post | 1 (One) |
| Essential Qualification | Graduation preferably in Communication and Journalism, Commerce, Computer Applications |
| Essential Qualification | a. Working knowledge of computers: MS Office, Medical Statistics, email and other applications based communications b. Prior experience in managing web based training and counselling sessions |
| Job Profile | a. Administrative Co-ordination of outreach programs and activities of the geriatric clinic and services team b. Web based activities co-ordination c. Organising and receiving information d. Communication with all resource persons and participants e. Seeking and updating information on web portal f. Fluency in English, Kannada and preferably Hindi |
| Maximum age limit | 35 Years |
| Emoluments | Consolidated salary of Rs.20,000/-p.m |
| Duration of the post | Initial appointment will be made for a period of six months, which will be extendable depending upon the performance of the candidate. |
| Work place | Geriatric Clinic, Field visit |
| Joining within one week of selection | |

Eligible candidates fulfilling the criteria, may apply by sending their resume, certificates of qualification, experience and testimonial by email to ptsprojects.nimhans@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.

The last date for receipt of applications along with the relevant documents is **13th November 2020**

Sd/-
REGISTRAR

