



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

NIMH/PROJ/GOB/NKC/PM/NOTIF./2020-21

Date: 10.07.2020

NOTIFICATION

Applications are invited from eligible candidates, for the post of “**Project Manager / Coordinator**” on contract basis for the Govt. of Bihar funded project entitled “A Digitally-Driven Modular-based one-year Diploma in Primary Care Psychiatry program for actively practicing MBBS Doctors of Bihar” – under the guidance of **Dr. Naveen Kumar C**, Professor & Principal Investigator, Department of Psychiatry, NIMHANS, Bengaluru.

Name of the post	Project Manager / Coordinator
No. of posts	One
Essential Qualification	BBA / B. Com with at least 65% aggregate.
Experience	02 years of experience in office / project administration preferably in Public projects or Telemedicine projects handling office procedures. Knowledge about computers, working with MS Office and other computer related software is desirable. Should be able to communicate in English, Kannada & Hindi.
Nature of Work	<ul style="list-style-type: none">• Coordinating the project work• Handling of accounts related to the projects• Writing letters and email communications• Communicating with participant doctors when required• Coordinating with Project Section, NIMHANS
Maximum Age Limit	30 Years
Emoluments	Rs. 25,000/- Per Month (consolidated)
Duration of the Project	12 months

Eligible candidates fulfilling the criteria must email their applications, along with resume and age proof to bihardpcp2020@gmail.com. The candidates, who apply, should invariably mention the Notification No., Date, email ID, Contact No. and Postal address, failing which the application will not be considered.

Eligible candidates will be shortlisted. Interview will be conducted by **video conference** and the details will be communicated to the shortlisted candidates. The last date for receipt of filled in softcopy of the applications along with the relevant documents is **20.07.2020**. Applications received later will not be entertained.

**Sd/-
REGISTRAR**