



**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.

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

