



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
Institute of National Importance, BENGALURU – 560 029

NIMH/PROJ/GK/BOE/KS/NOTIF./2018-19

Date: 14.06.2018

NOTIFICATION

Applications are invited from eligible candidates, for the post of **Back office Executive** on contract basis for Project on persons with disability implemented by Department of Social Justice, Government of Kerala and Department of Psychiatric Social Work, NIMHANS under Dr.K.Sekar, Professor of Psychiatric Social Work & Principal Investigator.

Name of the Post	Back Office Executive
No. of Post	1 (One)
Qualification	Graduation. Preferably B.Com
Desirable Qualification	Experience of working in NGO as administrator or accountant. Proficiency in reading, writing and speaking Malayalam
Maximum age limit	30 Years
Emoluments	Rs.12,500/- p.m. Consolidated
Duration of Project	3 Years Initial appointment will be made for a period one year with subsequent extension based on the performance of the candidate.

Eligible Candidates fulfilling the criteria and willing to travel, may apply on a plain paper with the resume, age proof and copy the testimonials, addressed to **The Director, NIMHANS, P.B.No.2900, D.R.College post, Hosur Road, Bengaluru – 560 029**, either by post or by email to sekarkasi@gmail.com. The candidates, who apply, should invariably mention **the Notification No., Date, Contact No. & Postal address without fail**, otherwise the applications will not be considered. The last date for receipt of filled in application together with the relevant documents is **23.06.2018 up to 4.00 p.m.** Applications received later will not be entertained.

Sd/-
REGISTRAR