



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEUROSCIENCES

Institute of National Importance, Bengaluru – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ತंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्थ) बेंगलुरु-560 029
ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು-560 029

NIMH/PROJ/JHU/1454/NOTIF./2025-26

Date: 04/11/2025

NOTIFICATION

NIMHANS is conducting Walk-in-interview to fill up the post of “Admin/Accounts Assistant” on contract basis for the JHU funded project entitled “**Bloomberg Initiative for Global Road Safety (BIGRS) - Bengaluru Chapter**” under the guidance of Dr. Gautham M S, Additional Professor of Epidemiology and Principal Investigator.

Name of the post	Admin/Accounts Assistant
Number of posts	One (1)
Qualifications	Bachelor's Degree in Commerce
Essential Experience	Degree with Accounts experience, skilled in Tally, 6 months working experience as an Admin/Accounts Assistant with good knowledge of MS office. The Candidate should be proficient in typing, writing, speaking and typing Kannada and English.
Desirable Experience	Knowledge of accounting software is desirable.
Maximum age limit	35 years
Period required	5 Years 6 months (Initial appointment is for 6 months based on performance, it is likely to extend further)
Emoluments	Rs.25,000/-(consolidated)
Nature of work	Manage the accounting aspects of the project, including handling all administrative approvals, renewals and sanctions; supervising stock and accounting activities; approving TA/DA of staff; and coordinating honorarium payments for field-level workers.

The desirous candidates who fulfilling the eligibility criteria mentioned above are advised to appear for **WALK- IN-SELECTION** with their Resume, Marks Cards in Original and Testimonials in original, as well as set of photocopies will be reviewed at the time of interview, at the **Board Room, & Exam Hall 4th Floor, NBRC Building Administrative Block, NIMHANS, Bengaluru – 560 029.**

Date & time of Walk-in-Selection: 17/11/2025 at 10:30 A.M.

Note:

- The candidates are required to register their names half an hour before commencement of the written/skill test.
- No TA/DA will be paid for attending the written.
- NOC from the Principal Investigator if working in projects (Extramural/Intramural) in NIMHANS.

SD/-

DEAN/ASSOCIATE DEAN, RESEARCH