



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Bangalore - 560029

राष्ट्रीय मानसिका स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्थ) बेंगलुरु

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು

NIMH/PROJ/HCL/AA/NOTI/1775/2025-2026

Date: -14/11/2025

NOTIFICATION

NIMHANS is conducting a **Walk In Selection** for filling up the post of “**Accounts /Admin Assistant**” on a contract basis for the project titled “School Mental Health Initiative for Learning & Empowerment” funded by HCL, under Dr.Pradeep B S, Professor of Epidemiology & Principal Investigator NIMHANS, Bengaluru - 560 029.

Name of the post	Accounts /Admin Assistant
No. of post	01 (One)
Essential Qualification	Bachelor's Degree in Commerce, Business, Management/Administration, M.com, MBA The applicant should be conversant in reading, writing, and speaking Kannada language.
Desirable Experience	Experience working as Admin/Accounts assistant is desirable. Working knowledge of any accounting software is desirable
Nature of work	Assist in admin and account activities, data entry, staff attendance, assisting in organizing monthly meetings and trainings, coordinating and managing office files and documents, maintaining stocks and asset register, verification and preparation of TA/DA of staff and training participants, assisting in preparing honorarium for field level workers, maintenance of office space. Any other work as assigned by the investigators
Emoluments	Rs 20,000/- per month (Consolidated)
Maximum Age Limit	40 years
Duration of post	6 months (Initial appointment is for 6 months, based on performance, it is likely to extend further)

The desirous candidates who fulfil the eligibility criteria mentioned above are advised to appear for Walk in cum written test with their Resume and Testimonials in **original**, as well as a set of photocopies.

Date & time: 28.11.2025, at 10:30 A.M

Venue: Board Room and Exam Hall on the 4th floor of NBRC Building, NIMHANS, Bangalore – 560029

Note: The candidates are required to register their names half an hour before the commencement of the written test.

No TA/DA will be paid for attending the written/skill test.

NOC from the Principal Investigator if working in projects (Extramural/Intramural) in NIMHANS

Sd/-

DEAN/ASSOCIATE DEAN, RESEARCH