



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

NIMH-PROJ/SKAN/1567/NOTIF./2025-26

11/08/2025

NOTIFICATION

NIMHANS is conducting Walk-in-Selection for filling up various posts on contract basis under the SKAN funded project titled **“Population based cohorts across stroke life course and development of a comprehensive stroke care model at district level: A demonstration project in India-SKAN NIMHANS Cohort (NIMHANS-NH-SKAN)”** under **Dr.Pradeep B S, Professor of Epidemiology & Principal Investigator, NIMHANS.**

1. Name of the post	Senior Accounts Officer
No. of post	01(One)
Period required	6 months (Initial appointment is for 6 months based on Performance, it is likely to extend further)
Salary	₹60,000/- per month (consolidated)
Maximum Age Limit	40 years (maximum)
Qualification	Masters/Bachelor's degree in Commerce, Business Management and/or Administration
Experience	3-5 years of experience working in the field of accounts with good working knowledge of MS office especially Microsoft Excel, Tally and other accounting software/s. s/he should be conversant in typing, writing and speaking Kannada and English. Knowledge of using accounting software is desirable
Nature of work	<ul style="list-style-type: none">• Overseeing daily accounting operations, including processing payments, managing accounts payable and receivable.• Manage accounting aspects of the project such as indenting and procurements.• Administrative approvals, renewals and sanctions, supervise stocks and accounting, approving TA/DA of staffs and training participants, coordinating honorarium for field level workers.• Preparing and submitting financial reports, including monthly, quarterly and annual statements to funders.• Assisting in the development and monitoring of budgets, and forecasting future financial needs.• Supervising and mentoring junior accounting staff, providing guidance and support as needed.• Proficiency in accounting software advanced Excel skills, and a strong understanding of accounting principles.• Strong verbal and written communication skills for interacting with staff, auditors, and other stakeholders.• Prior experience in accounting, preferably in the public sector or healthcare industry, is often required.• This work involves extensive travelling to project sites.• Maintenance of books, stocks and offices and any other as assigned by the investigators.



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2. Name of the post:	Field data collector/Phlebotomist
No. of post:	20 (Twenty)
Minimum Qualification	Bachelor degree in Psychology/social work/sociology/ rural development/ women studies, DMLT, ANM, and GNM or related. The applicant should be conversant in Kannada and at least one of Tamil, Telugu and Hindi languages is preferred.
Nature of Work:	<ul style="list-style-type: none">• Proficiency in interpersonal skills, coordinating data collection and conduct community based data collection and the ability to participate effectively as a team member is required.• Coordinating sample collection activities in the field (collection, transportation, processing and storage of biological specimens, analysis and reporting)• Involves planning data collection, field data collection, data entry on a digital platform and other community activities related to data collection.• The selected individuals will be based in Kolar, Bengaluru or other project sites as the case may be.
Maximum Age Limit:	40 years (maximum)
Salary:	INR 20,000/- per month (consolidated)
Period required:	6 months (Initial appointment is for 6 months, based on performance, it is likely to extend further.

3.Name of the post:	Office clerk
No. of post:	01(One)
Qualifications:	Class 10 or SSLC complete
Experience:	Experience working as administrative/ account/ office assistant are desirable. She/he should be conversant in speaking Kannada
Nature of work:	Assist in admin, account and office related clerical activities and any other work as assigned by the investigators.
Maximum Age Limit:	55 years (maximum)
Salary:	INR /- 20,000 per month (consolidated)
Period required:	6 months (Initial appointment is for 6 months based on Performance, it is likely to extend further)



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4.Name of the post:	Field Coordinator
No. of post:	02 (Two)
Qualifications:	Master degree in Psychology/social work / sociology or related.
Experience:	Experience in community based survey and research in the field of health is desirable. Proficiency in interpersonal skills and coordinating data collection activities, the ability to participate effectively as a team member is required.
Nature of work:	Facilitate data collection in the community, liaising with government officials, assist in data entry, data analysis and drafting the report, facilitate services for needy study participants, assist the project team in administrative works and any other activities as directed by the Principal Investigator. The selected individuals will be based in Kolar, Bengaluru or other project sites as the case may be. Speaking, reading and writing kannada is mandatory.
Maximum Age Limit:	35 years (maximum)
Salary:	₹30,000/- per month (consolidated)
Period required:	6 months (Initial appointment is for 6 months based on Performance, it is likely to extend further)

The desirous candidates who fulfilling the eligibility criteria mentioned above are advised to appear for WALK- IN- SELECTION with their Resume, **NOC from the Principal Investigator if working in projects (Extramural/Intramural) in NIMHANS**, Marks Cards in Original and Testimonials in original, will be reviewed at the time of interview, at the **Board Room & Exam hall 4th Floor, NBRC Building, Opposite to Library, NIMHANS, Bengaluru – 560 029.**

Date & time of Walk-in-Selection on 21/08/2025 at 10:00 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/skill test.

SD/-

DEAN/ASSOCIATE DEAN, RESEARCH