



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Bangalore - 560029

राष्ट्रीय मानसिक स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखाथा संस्थ) बेंगलुरु

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು
NIMH/PROJ/RNP/JOA/01651/C4-C16/NOTIF/2026-2027 DATE: 11/08/2026

NOTIFICATION

Applications are invited from eligible candidates for the post of “**Junior Office Assistant**” for the project entitled “Centre for Brain and Mind” funded by the Rohini Nilekani Philanthropies (RNP), under Dr. Y.C. Janardhan Reddy, Senior Professor, Department of Psychiatry & Principal Investigator, NIMHANS, Bengaluru-560 029.

Name of the post:	Junior Office Assistant
No. of post:	02 (Two)
Essential Qualification:	B. Com/BBA/BSc/B. A with a minimum of 1 year of administrative and human resource management (HRM) experience. OR M.Com./ MBA. /M.Sc./ M. A
Essential Experience:	Experience in office administration, human resource management, basic accounting, and Data entry using Microsoft office suite.
Nature of work:	• Assisting the administrative and human resource activities • Filing, documentation, and printing of official records • Data entry and maintenance of databases • Drafting official letters and correspondence • Coordination with various departments for administrative and HRM operations • Processing of Invoices and bills to initiate payments • Follow-up with the Accounts team regarding vendor payments • Carrying out other administrative and HRM tasks as assigned from time to time
Emoluments/Salary:	Rs.25,000/- Per Month (Consolidated)
Maximum Age Limit:	30 Years
Duration of Project:	1 Year 8 Months (Till 31st March 2028)
Duration of Post:	Initial Appointment will be made for a period of 6 months and renewable every 6 months based on performance of the candidate till the end of the project
Application Mode:	https://bit.ly/4g50pNU

Eligible candidates who fulfil the above criteria may apply through the link/email provided in the notification. Applicants must submit complete documentary proof for all essential qualifications, including resume, proof of date of birth, and educational certificates.

Applications submitted without complete documentary proof will not be considered. The last date for receipt of applications is **14 days from the date of notification**. Late applications will not be entertained.

For any inquiries about the interview, please contact us at cbm.vacancies@gmail.com

Note:

- Shortlisted candidates will be informed **by email** and will receive a **call letter** for the written test/interview.
- Candidates are required to report/join 30 minutes before the scheduled time for the interview/written test, whether conducted online or offline.
- **No TA/DA** will be paid for attending the written test/interview.
- Candidates currently working on **Extramural/Intramural projects at NIMHANS** must produce a **No Objection Certificate (NOC)** from their Principal Investigator.
- The candidate should have scored a **minimum of 50%** in the written examination (Whenever written examination is indicated) to qualify for the skill test/interview.
- The Institute reserves the right to select a suitable candidate. Possession of the prescribed essential qualifications alone does not guarantee selection.
- No hostel accommodation will be provided for project staff.

Sd/-
DEAN, RESEARCH