



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Bangalore - 560029

राष्ट्रीय मानसिक स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्थ) बेंगलूरु

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

NIMH/PROJ/NIMH-USA/JOA/DEO/1500/2026-27

Date: -20.01.2026

NOTIFICATION

NIMHANS is conducting a **Walk in Selection** for filling up the post of “**Junior Office Assistant & Data Entry Operator**” on a contract basis for the project entitled "Genetics at an extreme an efficient genomic study of individuals with clinically severe major depression receiving ECT" funded by NIMH-USA, under Dr. Biju Viswanath, Professor of Psychiatry & Principal Investigator, NIMHANS. Bengaluru 560 029,

Name of the post:	Junior Office Assistant
No. of post:	01 (One)
Essential Qualification:	1. B.A/B.Com./BBA with a minimum of 2.5 years of administrative experience OR 2. M.A./M.Com./MBA with a minimum of 1 year of administrative Experience.
Essential Experience:	Experience in office administration, basic accounting, and Data entry Nature of work using Microsoft office suite.
Nature of work:	<ul style="list-style-type: none"> Filing, documentation, and printing of official records. Data entry and maintenance of administrative databases. Drafting official letters and correspondence Coordination with various departments for administrative operations Processing of Goods Receipt Notes (GRN) to initiate vendor payments Processing and submission of bills to the Accounts team Follow-up with the Accounts team regarding vendor payments Carrying out other administrative tasks as assigned from time to time.
Emoluments/Salary:	Rs.25,000/- Per Month (Consolidated)
Maximum Age Limit:	30 Years
Duration of Project:	6 Months
Duration of Post:	06 Months (The initial appointment will be made for a period of 06 Months Extendable based on the performance)

Name of the post:	Data Entry Operator
No. of post:	01 (One)
Essential Qualification:	B.A./B.Com./BBA/BCA/B.Sc
Desirable Experience:	Preference will be given to the candidates who have experience in office administration and Data entry using Microsoft office suite.
Nature of work:	<ul style="list-style-type: none"> Filing, documentation, and printing Coordination with various departments Data entry and record maintenance Arranging and coordinating meetings Maintaining inward and outward dispatch Supporting routine administrative tasks Other duties assigned from time to time
Emoluments/Salary:	Rs.23,000/- Per Month (Consolidated)
Maximum Age Limit:	35 Years
Duration of Project:	6 Months
Duration of Post:	06 Months (The initial appointment will be made for a period of 06 Months Extendable based on the performance)

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: 05.02.2026 @ 10.30 AM

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