



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

(Institute of National Importance, under Ministry of Health and Family Welfare, Govt. of India)

Hosur Road, Bengaluru - 560 029

राष्ट्रीयमानसिकास्वास्थ्यएवंतंत्रिकाविज्ञानसंस्थान (राष्ट्रीयप्रमुख्याथासंस्थ) बेंगलुरु - 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯಮತ್ತುನರವಿಜ್ಞಾನಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು-560 029

NIMH/PROJ/MOWCD/SS/NOTIF./Various/2020-21

20.06.2020

NOTIFICATION

Applications are invited from the eligible candidates, for filling up the following posts on **contract basis** in the **Ministry of Women & Child Development** funded project titled “**National Initiative & Integrated Resource for Child Protection, Mental Health, and Psychosocial Care**”, under Dr. Shekhar Seshadri, Senior Professor, Dept. of Child & Adolescent Psychiatry and Principal Investigator

Name of the Post	Accounts/ Administrative Assistant
No. of Post	01 (One)
Essential Qualifications	a. Bachelor's degree (BA/B.Com/BCA/BBA) b. Experience in financial reporting, logistics and administrative management of office spaces. c. Proficiency with computers, especially MS Office. d. Good verbal and written communication skills in English. e. Verbal communication skills in Hindi.
Desired knowledge/skills	- Time, task, and resource management skills. - Strong problem solving and interpersonal skills. - Ability to work in teams.
Maximum Age Limit	30 years
Emoluments / Salary	Rs.30,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">Assisting in day-to-day operations of the project.Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.Assisting in planning, scheduling, and promoting office events, including travel, meetings, conferences, interviews, orientations, and training sessions.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

Name of the Post	Administrative Coordinator
No. of Post	01 (One)
Essential Qualifications	a. Bachelor's degree (BA/B.Com/BCA/BBA) b. Experience in financial reporting, logistics and administrative management of office spaces. c. Proficiency with computers, especially MS Office. d. Ability to plan for and keep track of multiple activities and deadlines. e. Good verbal and written communication skills in English. f. Verbal communication skills in Hindi.
Desired knowledge/skills	- Time, task, and resource management skills. - Strong problem solving and interpersonal skills. - Ability to work in and manage teams.
Maximum Age limit	65 years
Emoluments / Salary	Rs.45,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">Supervising day-to-day operations of the project.Developing, reviewing, and improving administrative systems, policies, and procedures.Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.Planning, scheduling, and promoting office events, including travel, meetings, conferences, interviews, orientations, and training sessions.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	IT Coordinator
No. of Post	01 (One)
Essential Qualifications	a. B.E. / B. Tech. in CS / IT, Masters in IT / CS from any recognized University/ Institution b. 3 years experience in relevant field, such as in enabling Telemedicine and Virtual Knowledge Network Facilities. c. Experience in Handling Networking, System Administration, Connect Digital, Web Design in large organization. d. Certification of any CCNA/MCSA/MCSE/ITIL/Educational Technologies
Desired knowledge/skills	- Having work experience in any govt./autonomous/ private/ university/teaching Centre. - Publications, paper presentations/workshops or online training course and certifications
Maximum Age Limit	40 years
Emoluments / Salary	Rs.1,00,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Network architecture & administration, System Administrations, Software design & maintenance, Computer installation and maintenance, System Security and Network security.• Set up and running of Telemedicine and Virtual Knowledge Network Facilities.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

Name of the Post	IT Maintenance Officer
No. of Post	01 (One)
Essential Qualifications	a. B.E. / B. Tech. in IT/ computer science from any recognized University/ Institution b. 1 year experience in relevant field
Desired knowledge/skills	Having work experience in any govt./autonomous/ private/ university/teaching Centre.
Maximum Age Limit	35 years
Emoluments / Salary	Rs.50,000/- per month (Consolidated).
Job Profile	Software maintenance, Computer installation and maintenance, System Security and Network security.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

Name of the Post	IT Officers
No. of Posts	02 (Two)
Essential Qualifications	a. B.E. / B. Tech. in CS / IT, Masters in IT from any recognized University/ Institution b. 2 years experience in relevant field
Desired knowledge/skills	- Having work experience in any govt./autonomous/ private/ university/teaching Centre. - Experience in relevant field, such as in enabling Telemedicine and Virtual Knowledge Network Facilities.
Maximum Age Limit	35 years
Emoluments / Salary	Rs.65,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Network architecture & administration, System Administrations, Software design & maintenance, Computer installation and maintenance, System Security and Network security.• Assisting in running of Telemedicine and Virtual Knowledge Network Facilities.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Media Coordinator
No. of Post	01 (One)
Essential Qualifications	a. Degree in Mass Media and Communication/ Journalism/ Media or related field b. At least 3 years of experience in as a media coordinator or similar positions. c. Expert at targeted communications and social campaigns across various media platforms. d. Deep understanding of Search Engine Optimization (SEO), web traffic metrics and social media best practices. e. Demonstrable experience with building effective media campaigns. f. Ability to develop appropriate broadcast, print and social media content. g. Ability to facilitate press conferences and briefings. h. Ability to foster long-term relationships with members of the media. i. Willingness to travel within the country
Desired knowledge/skills	- Orientation to social issues/ protection issues. - Critical thinker with strong conceptual and research skills. - Ability to work under pressure and meet deadlines. - Ability to work independently and as part of a team. - Excellent interpersonal, verbal and writing skills.
Maximum Age Limit	45 years
Emoluments / Salary	Rs.70,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Design and implement media campaigns on child protection and mental health issues.• Develop content for broadcast, print and online distribution channels.• Ensure that key messages align with vital project agendas.• Facilitate press conferences and briefings.• Liaising with media section of relevant ministries and agencies.• Scan media marketplace to keep up-to-date on the latest media trends.• Monitor all campaigns, and report on results.• Create and manage the organization's social media profile and presence.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

Name of the Post	Project Officers - Lawyer
No. of Posts	03 (Three)
Essential Qualifications	a. Minimum of LLB degree b. At least 2 years' experience in directly working with children in juvenile justice system, and/or in Special Courts/ family courts. c. Strong English oral and written skills. d. Good working knowledge of oral Hindi e. A thorough knowledge of Indian laws pertaining to children (such as POCSO, JJ Act etc.) f. Evidence of training experience in child and law related issues. g. Evidence of written work and documentation in the area of child and law related issues. h. Willingness to travel within the country
Desired knowledge/skills	- Oral/ working knowledge of at least 1 (Indian) regional language. - A deep commitment to children's issues. - Dynamic and flexible with the ability to undertake new initiatives and respond quickly to changing situations and new needs.
Maximum Age Limit	30 years
Emoluments / Salary	Rs.90,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Implement project activities including data collection, analysis, training, material development.• Interact with legal and judicial systems for assistance to individual children as well as systems issues.• Work with various technical teams in a coordinated manner• Compile project reports as required.• Represent the project through government/coordination meetings.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Research Officer
No. of Posts	02 (Two)
Essential Qualifications	a. Master's Degree, in Social Work/ Public Health/ Psychology or LLB b. Knowledge and skills in quantitative and qualitative research methodologies. c. Strong English oral and written skills. d. Good working knowledge of oral Hindi e. Evidence of written work and documentation in the area of child mental health and protection f. Willingness to travel within the country
Desired knowledge/skills	- Oral/ working knowledge of at least 1 (Indian) regional language. - A deep commitment to children's issues. - Prior work/ research in the area of child protection and mental health.
Maximum Age Limit	30 years
Emoluments / Salary	Rs.35,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Carry out data collection and analysis according to protocols laid out by project team.• Review print and online resources to gather information - Prepare graphs and spreadsheets to portray results.• Develop reports to present study findings and conclusions.• Create presentation slides and posters to present study findings
Location	Bangalore City/ NIMHANS
Duration of the Post	06 months (extendable based on the performance of the candidate)

Name of the Post	Psychiatrist
No. of Posts	04 (Four)
Essential Qualifications	a. Minimum of MD Psychiatry, preferably with super specialty such as DM, PhD. b. At least 3 to 6 months clinical experience in child and adolescent psychiatry. c. Strong English oral and written skills. d. Good working knowledge of oral Hindi e. Evidence of training experience in child mental health and protection areas (for ICPS/ school staff/judicial personnel...) f. Evidence of research/ publications in the area of child mental health and protection. g. Willingness to travel within the country
Desired knowledge/skills	- Experience in working with government and other systems of child welfare and related areas. - Oral/ working knowledge of at least 1 (Indian) regional language. - A deep commitment to children's issues. - Dynamic and flexible with the ability to undertake new initiatives and respond quickly to changing situations and new needs. - Leadership abilities.
Maximum Age Limit	45 years
Emoluments / Salary	Rs.1,20,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Provide clinical leadership to the project team and work collaboratively with all thematic leads.• To take a lead role in developing mental health training for child care service providers at primary, secondary, tertiary level.• To provide support/ capacity building/ hand holding to child and adolescent protection and clinical services across the country through integrating mental health assessments and intervention into protection and treatment responses.• To feed into research and documentation undertaken by the project on child protection and mental health issues.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Project Officers - Clinical Psychologists
No. of Posts	06 (Six) (i) Care and Protection (ii) Mental health & Psychosocial Care (iii) Education (iv) Policy and Law *Please indicate in your application which theme you are interested in; in case you wish to apply for more than one theme, please indicate your first and second preference. You are not permitted to apply for more than 2 themes.
Essential Qualifications	a. Master's Degree in Clinical Psychologist b. At least 2 years' experience in directly working with children in difficult circumstances, in the areas of mental health/ protection/ welfare. c. Knowledge and skills in psychological testing and child and adolescent therapeutic practice. d. At least 1 years in working with government and other systems of child welfare and related areas. e. Strong English oral and written skills. f. Good working knowledge of oral Hindi g. Evidence of training experience in child mental health and protection areas (for ICPS/ school staff/judicial personnel...) h. Evidence of written work and documentation in the area of child mental health and protection. i. Willingness to travel within the country.
Desired knowledge/skills	- Oral/ working knowledge of at least 1 (Indian) regional language. - Experience in program planning, implementation, monitoring and evaluation - A deep commitment to children's issues. - Dynamic and flexible with the ability to undertake new initiatives and respond quickly to changing situations and new needs.
Maximum Age Limit	32 years
Emoluments / Salary	Rs.90,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Implement project activities including data collection, analysis, training, material development.• Work with various technical teams in a coordinated manner• Compile project reports as required.• Represent the project through government/coordination meetings.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Project Officers - Social workers Public Mental Health Workers
No. of Posts	07 (Seven) (i) Care and Protection (ii) Mental health & Psychosocial Care (iii) Education (iv) Policy and Law *Please indicate in your application which theme you are interested in; in case you wish to apply for more than one theme, please indicate your first and second preference. You are not permitted to apply for more than 2 themes.
Essential Qualifications	a. Master's Degree, in Social Work, Public Health, Education b. At least 2 years' experience in directly working with children in difficult circumstances, in the areas of mental health/ protection/ welfare. c. At least 1 years in working with government and other systems of child welfare and related areas. d. Knowledge and skills in child and adolescent therapeutic practice and/or child public mental health programing. e. Strong English oral and written skills. f. Good working knowledge of oral Hindi g. Evidence of training experience in child mental health and protection areas (for ICPS/ school staff/judicial personnel...) h. Evidence of written work and documentation in the area of child mental health and protection i. Willingness to travel within the country
Desired knowledge/skills	- Oral/ working knowledge of at least 1 (Indian) regional language. - Experience in program planning, implementation, monitoring and evaluation - A deep commitment to children's issues. - Dynamic and flexible with the ability to undertake new initiatives and respond quickly to changing situations and new needs.
Maximum Age Limit	32 years
Emoluments / Salary	Rs.90,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Implement project activities including data collection, analysis, training, material development.• Work with various technical teams in a coordinated manner• Compile project reports as required.• Represent the project through government/coordination meetings.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Technical & Operational Lead
No. of Post	01 (One)
Essential Qualifications	a. Masters Degree (or higher), in Psychology, Social Work, Public Health b. At least 10 years experience in directly working with children in difficult circumstances, in the areas of mental health/ protection/ welfare. c. At least 10 years in working with government and other systems of child welfare and related areas. d. Strong English and Hindi oral and written skills. e. Evidence of extensive training experience in child mental health and protection areas (for ICPS/ school staff/judicial personnel...) f. Publications and/or evidence of documentation in the area of child mental health and protection g. Experience in planning, programming, budgeting h. Evidence of managing human resources and leading teams on technical and operational aspects i. Willingness to travel within the country
Desired knowledge/skills	- A deep commitment to children's issues - Dynamic and flexible with the ability to design and undertake new initiatives and respond quickly to changing situations and new needs. - Leadership and mentoring abilities
Maximum Age Limit	50 years
Emoluments / Salary	Rs.1,50,000/- (Consolidated)
Job Profile	<ul style="list-style-type: none">• Lead the entire operations in India by providing strategic and technical guidance on child mental health and protection.• Initiate roll out of the project's activities.• Serve as the nodal contact person with the concerned ministries and government systems.• Conduct training and capacity building activities for the team internally as well as for externally for child care service providers across the country• To coordinate project activities including monitoring, review and reporting.• To identify and design new initiatives for the project.• Staff and human resource management.• Budgeting, financial planning and monitoring
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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Name of the Post	Thematic Lead
No. of Posts	04 (Four) (i) Care and Protection (1) (ii) Mental health & Psychosocial Care (1) (iii) Education (1) (iv) Policy and Law (1) *Please indicate in your application which theme you are interested in; in case you wish to apply for more than one theme, please indicate your first and second preference. You are not permitted to apply for more than 2 themes.
Essential Qualifications	a. Masters Degree (or higher), in Psychology, Social Work, Public Health, Education or LLB (for law/policy thematic head) b. At least 4 years experience in directly working with children in difficult circumstances, in the areas of mental health/ protection/ welfare. c. At least 4 years in working with government and other systems of child welfare and related areas. d. Strong English oral and written skills. e. Good working knowledge of oral Hindi f. Evidence of training experience in child mental health and protection areas (for ICPS/ school staff/judicial personnel...) g. Experience in coordinating projects. h. Evidence of written work and documentation in the area of child mental health and protection i. Experience in program planning, implementation, monitoring and evaluation j. Some experience managing teams k. Willingness to travel within the country
Desired knowledge/skills	- Oral/ working knowledge of at least 1 (Indian) regional language. - A deep commitment to children's issues. - Dynamic and flexible with the ability to undertake new initiatives and respond quickly to changing situations and new needs. - Leadership abilities.
Maximum Age Limit	45 years
Emoluments / Salary	Rs.1,20,000/- per month (Consolidated).
Job Profile	<ul style="list-style-type: none">• Assess and analyze project data/information and propose strategies/ new initiatives for project implementation.• Coordinate project activities including monitoring, review and reporting.• Develop training material and conduct training workshops for various stakeholders, including on-job training.• Compile project reports as required.• Represent the project through government/coordination meetings.• Manage small teams and provide technical leadership.
Location	Bangalore City/ NIMHANS
Duration of the Post	1 year (Initial appointment will be made for a period of six months and extendable based on the performance of the candidate)

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About the Project:

With a view to addressing the child mental health and protection issues, needs and gaps, across the country, the National Initiative & Integrated Resource for Child Protection, Mental Health, and Psychosocial Care (located within the Dept. of Child & Adolescent Psychiatry) seeks to enhance child and adolescent psychosocial well-being, particularly of children in difficult circumstances, through promotion of integrated approaches to mental health and protection. Project implementation will focus on provision of training and capacity building of child care service providers at primary, secondary and tertiary care levels, technical support on program design and quality, support of studies, audits, advocacy on issues and review of law and policy pertaining to child and adolescent protection and related issues of mental health and psychosocial care.

Eligible candidates fulfilling all criteria may apply by sending the following two documents ONLY to by email to docshekharseshadri@gmail.com:

- Resume/CV**
- A covering letter explaining eligibility for the position (in accordance with the essential criteria mentioned above)**
- Please do NOT send degree certificates/testimonials or any other document at this stage.**
- In the wake of the COVID-19 crisis, all work and related travel will be in accordance with health advisories put out by the Government of India and/or State Governments.**

Candidates who apply should invariably mention the Notification No. & Date, Position applied for; email ID, Contact No. & Postal Address, failing which the application will not be considered.

Eligible candidates will be shortlisted. Interview will be conducted via Video conference and the details will be communicated to the shortlisted candidates. The last date for receipt of applications is 07.07.2020 Applications received later will not be entertained.

**Sd/-
REGISTRAR**