



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 ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ, ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ

NIMH/PROJ/PBS /GOK/IEC&DO/NOTIF

Date: 22.08.2024

NOTIFICATION

Eligible candidates are invited for a walk-in interview to fill up the following post on contract basis in the GOK funded project entitled " Yuva Spandana-Developing and implementing an integrated mental health promotion service for youth through district Youth empowerment centers in Karnataka" under Pradeep B.S, Professor of Epidemiology & Principal Investigator NIMHANS.

Name of Post	IEC & Documentation Officer
Number of Posts	01 (One)
Salary	Rs.30,000/- P.M (Consolidated)
Essential Qualification	<ul style="list-style-type: none">Post Graduate Degree/ Diploma in Mass Communication from a recognized institute with experience in Advertising / Media Industry and experience in Social Media Communication or in a similar capacity and role in Developmental Social Sector Projects preferred.S/he should have strong communication skills and knowledge of working with MS office, word, power point presentations, coral draw, canva and other software's used in designing and animations. Proficiency in writing, reading and speaking in both Kannada and English is mandatory. Candidates with an experience in developing strategies to build beneficiary need based contents and provide inputs towards streamlining communication requirements of the project would be preferred
Nature of work	<p>The incumbent will be responsible for the entire Information Education and Communication component under Yuva Spandana and his/her major duties and responsibilities will include the following:</p> <ul style="list-style-type: none">As part of the IEC team for a state level project, s/he would be primarily responsible for developing and implementing communication strategies across the projectS/he will be responsible for developing and disseminating state and district specific IEC materialsDevelop the concepts and designs of campaign materials as necessaryDevelop newsletter / case studies / documentation of best practices/ learningsMaintain web pages & social media handles of the projectDevelopment of periodic situation analyses / issue briefs / theme papers / periodic newsletters / brochures/ banners etc on work donePreparation of IEC components of training modules/ training materials/ training calendar at State/ District and Block levelPrepare monthly, quarterly and yearly IEC plan of action and activity calendar at state and district levelAssist program team in developing guidelines, manuals and technical notes on Programme Communication for all activities under program Yuva SpandanaCoordinate dissemination of available IEC materials to all districtsPartnership with IEC agencies (expert institutions, CSR activities etc.) developed and formed for IEC CampaignsAssist project team in organizing review meetings, seminars, workshops on communication for different target groups and stake holdersWork also involves project related travel within the state of KarnatakaAny other duties and responsibilities that may be assigned by PI as part of official requirements
Maximum age limit	45 years (maximum)



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Duration of tenure	6 months (Initial appointment is for 6 months; based on performance, it is likely to extend further)
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Note:

The desirous candidates who fulfill the eligibility criteria mentioned above are advised to appear before the Interview Board along with their Bio-data and testimonials in original as well as set of photo-copies. **Written Test cum WALK-IN-INTEVIEW** on 06.09.2024 at 10.30 AM Lecture Hall-1, Old Administrative Block, 1st Floor, NIMHANS Bangalore-29, NIMHANS Bangalore-29

Note:

The candidates are required to register their names half an hour before the commencement of the interview. No TA/DA will be paid for attending the written test.

NOTE: NOC should be submitted at the time of interview from the Principal Investigator if working in projects (Extramural/Intramural) in NIMHANS.

REGISTRAR