

NATIONAL BRAIN RESEARCH CENTRE (NBRC) requires a Project Coordinator-I

Applications are invited for the position of **Project Coordinator-I** under the NBRC Flagship project entitled “**Comparative Mapping of Common Mental Disorders (CMD) Over Lifespan**” funded by DBT and coordinated by Director, National Brain Research Centre, Manesar, Haryana. Project Coordinator-I will help in the overall management, writing & filing of reports and liasoning between different participating teams & institutions. The interested candidates fulfilling the requirements can submit their application latest by **06th December 2019** to “**The Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122 052, Gurgaon, Haryana.**”

Minimum qualification:

1. Doctoral Degree in Engineering / Sciences / Medicine / Pharma / Social Sciences / MD
2. Strong academic record matriculation onwards with minimum of 55% marks

Desirable qualification:

Experience in managing research project(s) and / or coordinating with investigators. Ability to multitask and document the activities of the project. Excellent writing skills. Proficiency in MS Word, MS Excel and Power Point.

Mode and duration of appointment: Appointment will be made on contract basis, initially for **six months**. Continuation of appointment will depend upon satisfactory performance during the appointment period and validity of the project. The post is co-terminus with the project.

Age limit: 40 years on the closing date of application (**06th December 2019**)

Duties: Project Coordinator-I will be involved in coordination with different investigators involved in the study for smooth running of the project. The responsibilities also include preparing reports and organizing meetings etc.

Emoluments: ₹ 60,000/month (consolidated). No other allowances / benefits will be admissible

Accommodation: Accommodation may be provided according to rules of NBRC and subject to availability.

Project Site Principal Investigator: Director, NBRC.

No TA/ DA will be payable to the candidates for attending the interview



NATIONAL BRAIN RESEARCH CENTRE
(Deemed University)
Manesar, Gurugram-122052, HARYANA.
Application form for Project Coordinator-I
(Advertisement No. Acad./10/2019)

Application No.
(for official use only)

(Please go through the instructions before filling up the application form)

1. Name _____
2. Father's Name _____
3. Mother's Name _____
4. Postal Address _____

- _____PIN-CODE _____
5. Permanent Address _____

- _____PIN-CODE _____
6. Phone No. (with STD Code) _____
7. Mobile no. _____
8. Email Address _____
9. Date of Birth (DD / MM / YYYY) _____
10. Category SC* / ST* / OBC* / PH*/ General (*attach attested copy of the certificate)
11. Nationality _____

Please attach a recent, signed passport size photograph. Do not staple.

12. Educational Qualifications (Please attach detailed curriculum vitae along with self-attested copies of educational qualifications)

Qualification	Institution/ College	Board/ University	Month and Year of start of the course	Month and year of Passing	Marks Obtained (%)	Class / Division

- 13) Names and addresses of 3 References along with reference letters-

- 1)
- 2)
- 3)

14) Any Other Relevant Information (attach separate sheet, if required) _____

15) List of Enclosures:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____ 8. _____ 9. _____
10. _____ 11. _____ 12. _____

Declaration: I understand that in the event of any information provided above being found incorrect or misleading, my candidature shall be liable to cancellation by NBRC at any time.

Place: _____

Date: _____

Signature of the Candidate

INSTRUCTIONS FOR FILLING THE FORM

1. Application form should be filled in candidate's own handwriting using blue/black ballpoint pen.
2. Item no. 1-4 should be filled in capital letters.
3. Please attach the following with the application form.
 - a. Self-attested copies of certificates in support of your educational qualifications.
 - b. Category certificate for SC/ST/physically challenged candidates.
 - c. Reference letters from 3 references.
4. Incomplete applications would be summarily rejected without giving any reason to the candidate or entertaining any correspondence the candidate.

Completely filled in application form along with the requisite documents should be sent to "**The Administrative Officer, National Brain Research Centre, NH-8, Manesar- 122052, Dist-Gurugram, Haryana**". The envelope containing the application form should be marked "**Application for Project Coordinator -I**"