

Advertisement No. : Acad. / 13 / 2022

Dated: : 11.05.2022

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 Liaoning between different participating teams & institutions.

Interested fulfilling the following requirements can submit duly filled in application as per attached format along with CV and self-attested copies of certificates in support of their qualifications and experience latest by **31st May 2022** to “**The Administrative Officer (Academics), National Brain Research Centre, Nainwal Mode, Gurugram-122 052 (Haryana)**”. Due to the current COVID-19 situation, the candidates can apply by post or by email (email ID: projectt@nbrc.ac.in) (Attached documents are required to be in pdf format only).

Minimum qualification:

Doctoral Degree in Engineering / Sciences / Medicine / Pharma / Social Sciences / MD

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 a period of upto **28th September, 2022**. Continuation of appointment will depend upon satisfactory performance during the appointment period and extension of the project. The post is co-terminus with the project.

Age limit: 40 years on the closing date of application (**i.e. on 31st May, 2022**)

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 I/C, NBRC.

Note:

- 1. No TA/DA will be payable to the candidates for attending the interview**
- 2. Only candidates who are shortlisted will be called for interview. Candidate are required to attach copy of their self-attested certificates of qualification & experience in support of the claims made by them in their application, failing which their application shall summarily stand rejected without any intimation.**

13. Any other relevant information (attach separate sheet, if required).
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14. Details of work experience:

Name of Organization / Institute	Designation	Total Emoluments	Length of Service		Nature of work	Details of proof of experience attached
			From	To		

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 _____

Signature of the candidate

Dated _____

Instructions for filling the form

1. Item No 1-4 should be filled in capital letters.
2. 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.
3. In-complete application would be summarily rejected without giving any reason to the candidate or entertaining any correspondence the candidate.
4. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this regard and interim enquiries will not be attended to.
5. The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC time to time.

Completely filled in application form along with the requisite documents should be sent to **“The Administrative Officer (Academics), National Brain Research Centre, NH-8, Manesar-122052, Distt Gurugram, Haryana”**. The envelope containing the application form should be marked **“Application for Project Coordinator –I (Project)”**. **Due to current situation (COVID -19) candidates can apply by post or through email (email ID : projrectt@nbrc.ac.in)**.