



**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

**NIMH-PROJ/BARC/NOTI/DS/DEO/2021-22**

**Date:21.02.2022**

**NOTIFICATION**

Applications are invited from eligible candidates, for filling up of one **DATA ENTRY OPERATER** “ post on contract basis for the BARC funded project entitled "Establishing a networked, robot assistedneurosurgical laboratory to conduct rehearsals and trial runs for qualification of the neurosurgical suite developed by BARC for patient use - phase-1"under Dr.Dwarakanath Srinivas, Professor and Head Department of Neurosurgery, NIMHANS, Bengaluru, NIMHANS.

| <b>1. Name of the Post</b>              | <b>DATA ENTRY OPERATOR (PART TIME)</b>  |
|---|---|
| Number of Posts                         | 01 (One)  |
| Essential Qualification for Eligibility | 10 <sup>th</sup> Standard pass with 6 months Computer Course.   |
| Desirable Qualifications                | <ul style="list-style-type: none"><li>➤ Excellent typing abilities</li><li>➤ Excellent time management and multitasking abilities.</li><li>➤ Proficiency in multiple languages will be preferable (Hindi/Kannada)</li></ul>   |
| Work location                           | <ul style="list-style-type: none"><li>➤ National Institute of Mental Health and Neurosciences</li></ul>   |
| Field visits / Out of state travel      | NO  |
| This position involves                  | <ul style="list-style-type: none"><li>➤ Compiles and verifies data to ensure accuracy while appropriately formatting it.</li><li>➤ This includes preparing documents for entry and transcribing from paper formats into computer files using manual entry or scanners.</li><li>➤ Administrative work related to the implementation of the project</li><li>➤ Any other academic and administrative</li></ul> |
| Upper Age Limit                         | 35 Years  |
| Salary                                  | 10,000 INR per month (consolidated)   |

Eligible Candidates fulfilling the criteria may email their application, along with resume, age proof, copy of mark sheets and certificates to [surgery2.nimhans@gmail.com](mailto:surgery2.nimhans@gmail.com). The candidates, who apply must mention their **Notification No. and Date Email ID, Contact No. and Postal address** failing which the application will not be considered.

The last date for receipt of applications along with the relevant documents is **28.02.2022**.

**Sd/-**  
**REGISTRAR**