



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Bengaluru – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ತंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखयाथा संस्थ) बंगलुरु – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು-560 029

NIMH/PROJ/CWP/DS/DEO/NOTIF/2022-23

Date: 05.12.2022

NOTIFICATION

Applications are invited from the eligible candidates, for filling up the post of “**DATA ENTRY OPERATER**” on contract basis for the “**Cadaveric Workshop Project-Neurosurgical Skills Centre**” under **Dr. Dwarakanath Srinivas**, Professor and Head Department of Neurosurgery, NIMHANS, Bengaluru.

Name of the Post	DATA ENTRY OPERATOR (PART TIME)
Number of Posts	01(one)
Essential Qualification for Eligibility	12 th /Diploma (in any subject) with 6 months Computer Course
Project Duration	12 months. Initial appointment will be for 6 months; extendable upon the satisfactory performance of the candidate.
Age	Below 30years
Desirable Qualifications	<ul style="list-style-type: none">➤ Excellent typing abilities➤ Excellent time management and multitasking abilities.➤ Proficiency in multiple languages will be preferable(Hindi/Kannada)
Work location	National Institute of Mental Health and Neurosciences
Work Experience	Minimum 6 months experience as DEO
Field visits / Out of state travel	NO
This position involves	<ul style="list-style-type: none">➤ Compiles and verifies data to ensure accuracy whileappropriately formatting it.➤ manual entry or scanners.➤ Administrative work related to the implementation of the Project➤ Any other academic and administrative
Salary	12,000 INR per month (consolidated)

The eligible candidates fulfilling the above-mentioned criteria may send their resume along with certificates byemail to surgery2.nimhans@gmail.com The candidates who apply should invariably mention the notification number, date, email id, contact number and postal address failing which the application will not be considered. name of the post applied for.

The last date for receipt of the relevant documents is **14 days from the date of notification** published in the NIMHANS website. Applications received later will not be entertained.

Sd/-
REGISTRAR