



# 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

राष्ट्रीय मानसिक स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुखयाथा संस्थ) बेंगलुरु – 560 029

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

NIMH/PROJ/ECHO/PC/DEO/NOTIF./2019-20

06.07.2019

## NOTIFICATION

Applications are invited from the eligible candidates, for filling up the posts of “Data Entry operator” on contract basis in the ECHO funded project entitled “To Evaluate effectiveness of NIMHANS Digital Academy” – under Dr.Prabhat Chand, Professor of Psychiatry & Principal Investigator.

Name of the Post	Data entry operator
No.of Post	1 (One)
Minimum Qualification	<ul style="list-style-type: none"> <li>● Bachelor’s degree - BCom, BCA</li> <li>● Certificate of Proficiency in the use of Microsoft excel/word/power point/cloud based platforms</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>● Training from institute of repute</li> <li>● Proof of proficiency in data entry</li> <li>● Proficient interpersonal skills and the ability to participate effectively as a team member</li> <li>● Prior clinical research experience with computer</li> </ul>
Salary Structure	₹21,000 per month (consolidated)
Work location	NIMHANS, Bangalore Intermittent Travel to the district Spokes centres across the country.
This position involves	<ol style="list-style-type: none"> <li>1. Create and update databases.</li> <li>2. Receive all documents and enter the data into the on-line system on the PC.</li> <li>3. Collection of data from doctors - Knowledge, Attitude and effectiveness of the training.</li> <li>4. Collection of data of patients seen by the NIMHANS trained and accredited doctors and counsellors through field visits.</li> <li>5. To perform statistical analysis on the data compiled</li> <li>6. Mobile Call support 24x7</li> </ol>
Duration of the post	1 year Initial appointment will be made for Six months, extendable based on the performance of the candidate

Eligible Candidates fulfilling the criteria may email their application, along with resume, age proof, copy of mark sheets and certificates if any to [prabhat@vknnimhans.in](mailto:prabhat@vknnimhans.in) the candidates, who apply should invariably mention the **Notification No., Date, email ID, Contact No. & Postal address**, failing which the application will not be considered.

The last date for receipt of filled in softcopy of the applications along with the relevant documents is **17.07.2019**.

Sd/-  
REGISTRAR