



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

NIMHANS/ABIGNET/NOTI/BV/DS/2024-25

Date: 18.05.2024

NOTIFICATION

NIMHANS is conducting “**Walk-In Interview**” to fill up the post of “**Data Supervisor**” on a contract basis for the project titled “**Asian Bipolar Genetics Network (A-BIG-NET)**” funded by the National Institute of Mental Health (NIMH) under Dr. Biju Viswanath, Additional Professor, Department of Psychiatry & Principal Investigator NIMHANS, Bengaluru - 560 029.

Name of the post	Data Supervisor
No. of posts	01 (One)
Essential Qualification	Bachelor's Degree in Computer Application
Essential Experience	More than 6 years of experience managing databases and administration in laboratory and clinical settings as below: - <ul style="list-style-type: none">• Proficiency in computer applications, especially lab-oriented databases like Cyrillic software.• Communicating in various south Indian languages as the candidate must coordinate with patients to deliver their lab reports• Coordinate with the clinical and laboratory team for sample collection activities and database maintenance.
Desirable Experience	<ul style="list-style-type: none">• Typing patient reports of diagnosed samples, maintaining medical records electronically, and digitizing records through E-hospital• Cataloging and tracking biological samples, troubleshooting issues, and organizing biological samples for experiments, while collaborating with colleagues.• Answering patient's calls and emails professionally, and directing inquiries toward the concerned scientist for assistance.• Assisting lab supervisors in sample collection during fieldwork and managing lab requirements.• Handling data of indents and invoices, ensuring timely payments, digitizing lab records, and managing project-related accounts.• Maintaining data and managing AMC/CMC of instruments.• Proficiency in Microsoft Office Suite and typing skills.• Strong communication and interpersonal abilities.• Knowledge of database software
Maximum Age Limit	35 Years
Emoluments per month	Rs.40,000/- (Consolidated)
Duration	1 year, contractual, extension is contingent on the performance of the Candidate (up to the end of the project period i.e.31 st July 2027,).



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The desirous candidates who fulfill the eligibility criteria mentioned above are advised to appear for WALK-IN-SELECTION with their Resume, **NOC from the Principal Investigator if working on projects (Extramural/Intramural) in NIMHANS**, mark cards in Original and Testimonials in original, as well as set of photocopies will be reviewed at the time of the interview, **at the Lecture hall-1, 1st floor, Old Administrative Building, NIMHANS, Bengaluru -560 029.**

The date & time of the Walk-in-Selection on: - 5th June 2024 at 10:00 A.M.

Note: The candidates are required to register their names half an hour before the commencement of the written/skill test.

No TA/DA will be paid for attending the written/skill test.

**Sd/-
REGISTRAR**