



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

Institute of National Importance, Hosur Road, Bengaluru – 560 029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ತंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्था) बेंगलुरु – 560 029

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

NIMH/PROJ/ICMR/SAR/DEO/NOTIF/2022-23

Date: 30.04.2022

NOTIFICATION

Applications are invited from the eligible candidates, for filling up of One post of **Data Entry Operator** on contract basis in the ICMR funded project entitled 'Project SUMS (scaling up of Mental Health in Schools): Designing and Evaluation' - under Dr. Senthil Amudhan R, Additional Professor of Epidemiology & PI.

Name of the post	Data Entry Operator
Number of posts	ONE
Qualifications:	Intermediate or 12 th pass. Experienced candidate will be preferred.
Desirable	Fluency in typing Kannada. Bachelor's degree in Computer applications/IT/Computer Sciences from recognised University/Institution Experience in handling MS office (Word & Excel) Work experience as data entry operate in Medical/hospital research
Nature of work	Data entry and management related to project Any other job assigned by the office time to time Candidate should be willing to travel for data collection related to the project
Salary structure	₹17,000/- (consolidated)
Maximum age limit:	35 years.
Duration of the project	till 14.09.2022
Duration of the post	3 months. Extendable based on satisfactory performance.

Eligible Candidates fulfilling the criteria may e-mail their self-declaration form, along with resume, age proof, and certificates to **senthilamudhan@gmail.com**

The candidates, who apply should invariably send the filled **self-declaration** form and mention the **Notification No., Date, email ID, Contact No. & Postal address** in the e-mail, **failing which the application will not be considered**. Eligible candidates will be shortlisted and the interview details will be communicated to the shortlisted candidates by email.

The last date for receipt of filled in softcopy of the applications along with the relevant documents is **15.05.2022**. Applications received later will not be entertained.

Sd/-
REGISTRAR



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राष्ट्रीय मानसिका स्वास्थ्य एवं तंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्था) बेंगलुरु – 560 029

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SELF DECLARATION FORM FOR THE POST OF DATA ENTRY OPERATOR

Please fill in the following particulars. Documents in support of the declaration should be attached as annexure in the email for verification. This self-declaration will help us in screening eligible candidates.

	Name: Age (as on 30/05/2022): Sex: Email ID: Phone Number:	
Sl. No.	Qualifications and essential experience	Particulars
1	Speed test of not less than 8000 key depressions per hour through speed test on computer. (Yes/No) If yes, provide details & proof	
2	Do you have Work experience as data entry operator in Medical/hospital research? (Yes/No) If yes, provide details & proof	
3	Do you have experience in handling Microsoft Excel? (Yes/No) If yes, provide details & proof	
4	Do you have experience in handling Epiinfo? (Yes/No) If yes, provide details & proof	
5	Do you know typing in Kannada? (typing). If yes, provide details & proof	
6	Do you have Bachelor's degree in Computer applications/IT/Computer Sciences from recognised University/Institution? (Yes/No) If yes, provide details & proof	

Signature of the applicant

Date:

Place: