



NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES
Bangalore - 560029

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಸ್ವಾಸ್ಥ್ಯ एवं ತंत्रिका विज्ञान संस्थान (राष्ट्रीय प्रमुख्याथा संस्थ) बेंगलूरु

ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ (ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತೆ ಸಂಸ್ಥೆ) ಬೆಂಗಳೂರು
NIMH/PROJ/NIHR/DEO/1057/NOTIF/2026-27 DATE: 04/05/2026

NOTIFICATION

Applications are invited from eligible candidates for the post of “Data Entry Operator” on contract basis for the NIHR funded project entitled “Randomized evaluation of surgery with craniectomy for patients undergoing evacuation of acute subdural haematoma (Rescue ASDH)” under the guidance of Dr. Dhaval P Shukla, Professor of Neurosurgery & PI, NIMHANS Bangalore-560029.

Name of the post:	Data Entry Operator (DEO)
No. of posts:	3 (Three)
Place of posting:	<ul style="list-style-type: none">• NIMHANS, Bengaluru – 01 Post• JIPMER, Puducherry – 01 Post• RML Hospital, New Delhi – 01 Post Candidates residing in / belonging to the respective localities or nearby regions are strongly encouraged to apply.
Essential Qualification:	<ul style="list-style-type: none">• Graduates from a recognised university in any discipline, preferably with a science background, are encouraged to apply.• Qualifications in Ayurveda, Homoeopathy, Unani, Siddha, pharmacology or other alternative systems of medicine are not considered eligible for this position.• Applications from candidates without the required qualification will not be considered.
Skills required:	<ul style="list-style-type: none">• Proficiency in English (mandatory); Kannada for NIMHANS, Tamil for JIPMER, and Hindi for RML Delhi; knowledge of other regional languages is an added advantage.• Previous experience in medical/research data entry• Working knowledge of SPSS / statistical software• Proficiency in Microsoft Office (Excel, Word, PowerPoint)• Experience in data management and documentation• Sound knowledge of medical terminology• Excellent communication, teamwork and organisational abilities
Nature of Work:	<ul style="list-style-type: none">• Enter and transfer data from paper forms to project databases and spreadsheets.• Organize and maintain project datasets.• Coordinate with project team for recruitment and smooth data flow• Check data for accuracy and completeness.• Help with preparing data for analysis and project reports.• Be punctual, reliable, and flexible with work tasks as needed for the project.
Maximum Age Limit:	35 years
Emoluments/Salary:	Rs 22,000/- consolidated PM
Duration of the project	3 years
Duration of Post:	Initial Appointment will be made for a period of 6 months and renewable every 6 months based on performance of the candidate till the end of the project
Application Mode:	project.dr.dhavalshukla@gmail.com

Eligible candidates who fulfil the above criteria may apply through the link/email provided in the notification. Applicants must submit complete documentary proof for all essential qualifications, including **resume**, proof of **date of birth**, and **educational certificates**.

Applications submitted without complete documentary proof will not be considered. The last date for receipt of applications is 14 days from the date of notification. Late applications will not be entertained.

Note:

- Shortlisted candidates will be informed by email and will receive a call letter for the written test/interview.
- Candidates must register their names 30 minutes before the commencement of the written test/interview.
- No TA/DA will be paid for attending the written test/interview.
- Candidates currently working on Extramural/Intramural projects at NIMHANS must produce a No Objection Certificate (NOC) from their Principal Investigator.
- The candidate should have scored a minimum of **50%** in the written to qualify for the skill test/interview.
- The Institute reserves the right to select a suitable candidate. Possession of the prescribed essential qualifications alone does not guarantee selection.

Sd/-
DEAN, RESEARCH