



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश  
All India Institute of Medical Sciences, Rishikesh

कर्ण, नासा एवं कंठ शल्योपचार विभाग  
Department of ENT & Head-Neck Surgery

Letter No. AIIMS/RIS/ENT/30/11296/27/05/2024

**CORRIGENDUM**

**Subject:** Recruitment to post of Data Entry Operator for OSC-AIISH at AIIMS, Rishikesh

Candidates may please refer to Advertisement dated 24/05/2024 uploaded on the website of AIIMS, Rishikesh. The following corrections are made against the post advertised.

Correction	
FOR	READ AS
Roles of a Data Entry Operator in NBS/OSCs of AIISH: Point No. 1 to 11	<b>Roles of a Data Entry Operator in NBS/OSCs of AIISH:</b> <ol style="list-style-type: none"><li>1. Assisting Audiologists and Speech-Language Pathologists in both clinical and administrative tasks.</li><li>2. Administering checklists to parents/caregivers in the NBS program.</li><li>3. Engaging in proactive follow-up activities for at-risk newborns, which include making regular phone calls, scheduling appointments, and issuing reports.</li><li>4. Accurately entering data related to the NBS program, including test results and patient information into the SPSS platform.</li><li>5. Generating reports related to the NBS program, Diagnostics OPD patients, and Therapy.</li><li>6. Managing the outpatient by maintaining patient records, appointments, and other essential data to ensure a well-organized and streamlined workflow.</li><li>7. Assisting in the planning and coordination of regular health camps and orientation programs, including managing logistics and data related to these events.</li><li>8. Compiling and preparing weekly, monthly, and annual reports.</li><li>9. Maintaining therapy records and tracking the attendance of clients attending therapy sessions.</li><li>10. Maintaining monthly attendance records of staff and leave statements.</li><li>11. Performing any other duties assigned by Audiologists, SLPs, the Coordinator, HOD-POCD, and/or the Director.</li></ol>
Essential Qualification: Point No. 1 and 2	<ol style="list-style-type: none"><li>1. Should have completed graduate (any) studies.</li><li>2. Proficiency in computer skills, typing abilities, and data entry.</li><li>3. Familiarity in using MS Office, Excel, and PowerPoint.</li></ol>

2. Other provisions of the Advertisement will remain unchanged.

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Co-Coordinator  
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