

**Addiction Treatment Facility (ATF)  
AIIMS Rishikesh – 249203**

Date: 26.08.2021

**WALK-IN INTERVIEW**

The following positions at Addiction Treatment Facility (ATF), AIIMS Rishikesh under the National Action Plan for Drug Demand Reduction (NAPDDR) with support from Ministry of Social Justice and empowerment (MoSJE), Govt. of India and nationally coordinated by NDDTC, AIIMS Delhi are to be filled on purely contractual basis

A walk-in interview will be conducted, and selected candidate will be engaged on purely temporary basis in the present and future vacancies of project as per requirement. In view of COVID situation, the interviews may be held online and the details of the which will be intimated to the eligible and shortlisted candidates individually through email /on website.

S. No	Name of Post	No. of Post	Qualifications	Emoluments (in INR; approx.)
1.	Medical Officer	01	MBBS from a recognized institution along with Uttarakhand Medical Council registration (preferable: MD or equivalent qualification in Psychiatry)	Minimum 60,000/- per month as per NHM norms & ATF scheme*
2.	Nurse	05	ANM (preferable: GNM / BSc Nursing)	Minimum 15,000/- per month as per NHM norms & ATF scheme*
3.	Counsellor	01	Graduate in Psychology/Social work/Sociology (preferable: Masters in above disciplines)	Minimum 20,000/- per month as per NHM norms & ATF scheme*
4.	Data Manager	01	Graduate (preferably with qualification / experience in computer applications)	Minimum 15,000/- per month as per ATF scheme*

\* May be revised as per the changes advised from the funding agency from time to time OR as per prevailing NHM norms of state of Uttarakhand subjected to approval from funding agency

**Roles and Responsibilities of staff under ATF:**

**A. Medical Officer:**

- Providing assessment and diagnostic services to the patients
- Providing initial short-term treatment as well as long term pharmacotherapy/ management to the patients
- Providing referral services to the patients - including referral for other health conditions, other social needs, as well as referral to the higher centre for management of complex cases of substance use disorders
- Providing orientation to other departments / staff of the hospital (to enhance referrals to the clinic)
- Assisting the nodal officer in Day-to-day management and supervision of the functioning of the ATF
- Conducting community clinics and awareness activities to enhance help-seeking
- Any other duty assigned by the Nodal Officer

**B. Counsellor:**

- Assisting the medical officer in assessment and diagnosis of patients
- Providing initial counselling and Motivation Enhancement to the patients
- Ensuring follow-up with patients
- Ensuring regular one-to-one psychosocial sessions as well as group sessions with patients and family members
- Undertake field visits, if required providing referral services to the patients - including referral for other health conditions, other social needs, as well as referral to the higher centre for management of complex cases of substance use disorders
- Liaise with other departments of the hospital to enhance referrals to the ATF
- Conducting awareness activities in the community (to enhance help-seeking)
- Establishing linkages with the NGOs working in the community (to enhance help seeking)
- Any other duty assigned by the Nodal Officer

**C. Nurse:**

- Dispensing medications as prescribed by the doctor
- Maintain records related to dispensing as applicable
- Provide first-aid in case of absence of the medical doctor
- Maintain records related to stock management
- Any other duty assigned by the Nodal Officer

**D. Data Manager:**

- Registering new and follow-up patients
- Making clinical file for all new patients
- Ensuring that records are maintained as prescribed under the scheme
- Preparing monthly reports under supervision of other staff of ATF
- Assisting in maintaining stock records with nursing staff
- Assisting in account maintenance under the guidance of the ATF staff as well as account Personnel of the hospital
- Any other duty assigned by the Nodal Officer

**Note:**

1. Interested candidates are requested to submit their application in duly prescribed format (Annexure I) by mailing it to [psyc@aiimsrishikesh.edu.in](mailto:psyc@aiimsrishikesh.edu.in) **latest by 5:30 PM of 5<sup>th</sup> September 2021.**
2. The upper age limit for the post of doctors is 65 years and for other posts is 40 years (age calculated as on the last date of application), however, may be relaxable for eligible and deserving candidate.
3. The candidates called for interview will be intimated by mail OR telephonically. In view of COVID situation, the interviews may be held online and the details of the which will be intimated to the eligible/shortlisted candidates individually through email /on website.
4. Applications incomplete in any aspect will be summarily rejected and no intimations / requests will be made to the candidate in this regard.
5. Prescribed qualification is minimum and mere possessing same does not entitle any candidate for selection.

6. Decision of Selection Committee at AIIMS Rishikesh regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
7. No travelling or other allowances will be paid to candidate for interview/joining for the post.
8. Appointment is purely temporary OR CONTRACT BASIS for a period of 11 months only from the date of commencement of the contract and can be terminated by giving one month's notice from either side.
9. Work and conduct will be reviewed from time to time and if not found satisfactory/suitable, shall be terminated immediately without any notice.
10. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in institute OR for continued contractual appointment which may be renewed or terminated as per policy/rule/needs of institute.
11. The selected candidates shall be employed under ATF Project in Department of Psychiatry, AIIMS Rishikesh.
12. Experience as asked for, should have been gained after acquiring minimum essential qualification.
13. Qualification, experience, other terms and conditions may be relaxed/alterd at the discretion of the Nodal Officer.
14. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
15. Candidate should not have been convicted by any Court of Law.
16. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
17. Applicants already working elsewhere shall have to produce Relieving Certificate from their present employer before joining Institute.
18. The administrative part shall be Looked after by the Nodal officer for ATF at AIIMS Rishikesh, and these posts are funded by Ministry of Social Justice and Empowerment (MoSJE), Government of India.
19. The salary/remuneration may be revised as per the changes advised from the funding agency from time to time OR as per the prevailing NHM norms of state of Uttarakhand, subjected to approval from funding agency
20. In case any information given or declaration by candidate is found to be false or if candidate has wilfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from service immediately at any stage and an action taken as deemed fit by appointing authority.
21. The appointee may be relieved from the current job position, with one-month prior notice from either party, failing to do so may be held responsible for paying one month salary.
22. Appointment is full time and private practice of any type is prohibited.

Nodal Officer  
Addiction Treatment Facility (ATF)  
AIIMS Rishikesh

**APPLICATION FORMAT**

**Addiction Treatment Facility (ATF) AIIMS Rishikesh - 249203**  
**supported by Ministry of Social Justice and empowerment, Govt. of India**

**A. Name of the Applicant:** \_\_\_\_\_  
 \_\_\_\_\_

**B. Post applied for:** Medical Officer / Nurse / Counsellor / Data Manager  
 (please mention clearly) \_\_\_\_\_

**C. Age** (as on date of application): \_\_\_\_\_ **D. Gender:** \_\_\_\_\_

**E. Date of Birth:** \_\_\_\_\_

**F. Father's / Husband's Name:** \_\_\_\_\_

Paste latest  
 (self-attested)  
 passport size  
 photograph

**G. Present Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. Mobile No.** \_\_\_\_\_ **I. Telephone:** \_\_\_\_\_

**J. E-mail address:** \_\_\_\_\_

**K. Permanent Address:** \_\_\_\_\_  
 \_\_\_\_\_

**L. Preferred Communication Address:** Present / Permanent \_\_\_\_\_

**M. Educational Qualification:** (Self-attested Proof - Xerox copies to be attached)

Qualification	Year	Board / University	% of Marks obtained	Attempts / Remarks
High School				
Secondary School				
Essential qualification (as per advt.)				
Other (plz mention)				

**N. Experience:** (Self-attested Proof- Xerox copies to be attached)

Post	Organization	From / To	Period	Salary

**O. Any other:**

**Signature of Candidate:**

**Name of Candidate:**

**Date:**

**Place:**