



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी  
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

Ref No. AIIMS/GHY/PSY/ATF/001

Date –14.02.2024

**Department of Psychiatry**  
**Addiction Treatment Facility (ATF)**

**Notification for contractual recruitment**

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

S. No	Name of Post	No. of Post	Qualifications	Age (as on the last date of the application)	Emoluments (in INR; approx.) *
1.	Medical Officer	01	MBBS from a recognized institution with valid Medical Council registration (preferable: MD or equivalent qualification in Psychiatry)	Upper age limit 62 years	60,000/- per month
2.	Nurse	01	ANM (preferable: GNM /BSc Nursing)	Minimum 21 years maximum 40 years	20,000/- per month
3.	Counsellor	01	Graduate in Psychology/Social work/Sociology (Preferable: Masters in above disciplines)	Minimum 21 years maximum 40 years	20,000/- per month
4.	Data Manager	01	Graduate (preferably with qualification / experience in computer applications)	Minimum 21 years maximum 40 years	15,000/- per month

\* Selection of staff and emoluments will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).

## **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 center 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 center 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 [psyatfaiimsgghy@gmail.com](mailto:psyatfaiimsgghy@gmail.com) **within 15 days from the publication of this advertisement on the website.** The email should have the heading mentioning the specific post applied for like: 'Application for the post of Medical officer/nurse/counsellor/data manager ATF AIIMS Guwahati'. Improper heading may lead to rejection of the application.
2. The candidates called for interview will be intimated by email and the details will be intimated to the eligible/shortlisted candidates individually through email /on website.
3. Applications incomplete in any aspect will be summarily rejected and no intimations/ requests will be made to the candidate in this regard.
4. Prescribed qualification is minimum and mere possessing same does not entitle any candidate for selection.
5. Decision of Selection Committee at AIIMS Guwahati regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
6. No travelling or other allowances will be paid to candidate for interview/joining for the post.
7. 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.
8. Work and conduct will be reviewed from time to time and if not found satisfactory/suitable, shall be terminated immediately without any notice.
9. 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.
10. The selected candidates shall be employed under ATF Project in Department of Psychiatry, AIIMS Guwahati.
11. Experience as asked for, should have been gained after acquiring minimum essential qualification.
12. Qualification, experience, other terms and conditions may be relaxed/altered at the discretion of the selection committee.
13. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
14. Candidate should not have been convicted by any Court of Law.
15. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
16. Applicants already working elsewhere shall have to produce Relieving Certificate from their present

employer before joining Institute.

17. The administrative part shall be looked after by the Nodal officer for ATF at AIIMS Guwahati, and these posts are funded by Ministry of Social Justice and Empowerment (MoSJE), Government of India.
18. Selection of staff and emoluments will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).
19. In case any information given or declaration by candidate is found to be false or if candidate has willfully 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.
20. 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.
21. Appointment is full time and will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).

**Sd/-**  
**Dr. Sharad Philip**  
**Nodal Officer, ATF**  
**Department of Psychiatry**  
**AIIMS Guwahati**  
**Ph – 9686520895**

APPLICATION FOR THE POSTS UNDER ADDICTION TREATMENT FACILITY AT DEPARTMENT OF  
PSYCHIATRY, AIIMS GUWAHATI

PLEASE AFFIX SELF  
ATTESTED  
PASPORT SIZE  
PHOTO OF THE  
CANDIDATE.

POST APPLIED FOR:.....

FIRST NAME:.....

MIDDLE NAME:.....

LAST NAME:.....

FATHER/ MOTHER NAME:.....

AGE (As on 31.01.2024):.....

DATE OF BIRTH:.....

GENDER:.....

CONTACT NUMBER.....

ALTERNATE CONTACT NUMBER.....

EMAIL ID.....

PERMANENT ADDRESS WITH DISTRICT, STATE AND PIN CODE.....

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COMMUNICATION ADDRESS WITH DISTRICT, STATE AND PIN CODE....

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DETAILS OF ESSENTIAL QUALIFICATION

NAME OF ESSENTIAL QUALIFICATION	YEAR OF ENROLLMENT	YEAR OF PASSING	UNIVERSITY	MARKS OBTAINED

**DETAILS OF ADDITIONAL QUALIFICATION**

<b>NAME OF ADDITIONAL QUALIFICATION</b>	<b>YEAR OF ENROLLMENT</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>MARKS OBTAINED</b>

**Declaration**

I ..... son / daughter of .....(fathers name / mothers name )..... have applied for the post of .....post applied for .....under addiction treatment facility at department of psychiatry, AIIMS Guwahati. The details I have furnished are true and accurate to the best of my knowledge and belief. I have read and understood the notification/ advertisement thoroughly. And understand the role and related responsibilities. If shortlisted, I will attend the interview and do so at my own expenses. I shall abide by the rules and regulations laid down under addiction treatment facility, the national drug deaddiction and training centre at AIIMS Delhi and AIIMS Guwahati if selected. I understand that the decision of the selection committee shall be final.

Signature of applicant

Date:

Place: