



ALL INDIA INSTITUTE OF MEDICAL SCIENCES JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

Website: <http://www.aiimsjodhpur.edu.in>

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Addiction Treatment Facility AIIMS, Jodhpur Notification for Contractual Recruitment

The following positions at Addiction Treatment Facility (ATF), AIIMS Jodhpur 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

A walk-in interview will be conducted, and the selected candidate will be engaged on a purely temporary basis in the present and future vacancies of the project as per requirement.

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 along with Rajasthan Medical Council registration (preferable: MD or equivalent qualification in Psychiatry)	Upper age limit 65 years	60,000/- per month (as per NHM norms & ATF scheme)
2.	Nurse	01	ANM (preferable: GNM/ BSc Nursing)	Upper age limit 40 years	20,000/- per month (as per NHM norms & ATF scheme)
3.	Counsellor	01	Graduate in Psychology/Social work/Sociology (preferable: Masters in above disciplines)	Upper age limit 40 years	20,000/- per month (as per NHM norms & ATF scheme)
4.	Data Manager	01	Graduate (preferably with qualification / experience in computer applications)	Upper age limit 40 years	15,000/- per month (as per NHM norms & ATF scheme)

- Interview For these posts will be held on **04.01.2024**.
- All candidates should submit the filled application in the prescribed format (Annexure-I) and Bio-data on the day of Walk-In-Interview and should appear in person for Walk-In-Interview along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications and relevant experience, on **relevant date at 09:00 AM** at following address.

Recruitment Section,
Second Floor, Medical College Building,
All India Institute of Medical Sciences, Jodhpur

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

GENERAL TERMS & CONDITIONS

1. Reporting time for candidate's starts at 09:00 AM on 04-01-2024 and closing time to report for interview is 10:00 AM on the same day, after which no additional candidates would be entertained for interview.
2. The above posts are filled-up on purely on temporary basis, co-terminus with the project & the candidate will have NO right to claim for permanent Employment under AIIMS, Jodhpur or continuation of his/her services in any other project.

3. Applications incomplete in any aspect will be summarily rejected and no intimations/requests will be made to the candidate in this regard.
4. The upper age limit for the post of doctor (Medical Officer) is 65 years and for other posts is 40 years (age calculated as on the last date of application), however, may be relax able for eligible and deserving candidates.
5. Prescribed qualification is minimum and merely possessing the same does not entitle any candidate for selection.
6. The decision of Selection Committee at AIIMS Jodhpur 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 Jodhpur.
12. Experience as asked for, should have been gained after acquiring minimum essential qualifications.
13. Qualification, experience, other terms and conditions may be relaxed/altered at the discretion of the selection committee.
14. The Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
15. The 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 Jodhpur, 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 by the funding agency from time to time OR as per the prevailing NHM norms of the state of Rajasthan, subjected to approval from the funding agency.
20. 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.
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.

APPLICATION FORMAT

(Annexure I)

Addiction Treatment Facility (ATF) AIIMS, JODHPUR-342005

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. **Marital Status:** _____

F. **Date of Birth:** _____

G. **Father's / Husband's Name:** _____

H. **Present Address:** _____

I. **Mobile No.** _____ **J. Telephone:** _____

K. **E-mail address:** _____

L. **Permanent Address:** _____

M. **Preferred Communication Address:** Present / Permanent :-

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

Qualification	Year	Board/ University	% of Marks Obtained in final examination	Attempts / Remarks
High School				
Secondary School				
Graduation				

Paste latest
(Self-attested)
passport size
photograph

Post-Graduation (if any)				
Essential qualification (as per advt.)				
Other (plz mention)				

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

Post	Organization	From / To	Period	Salary

P. Any other:

Signature of Candidate:

Name of Candidate:

Date:

Place: