



ALL INDIA INSTITUTE OF MEDICAL SCEINCES (AIIMS)

MANGALAGIRI, ANDHRA PRADESH

Notification No: AIIMS/MG/Psychiatry/Project/Recruitment/ATF/2025-26/01

Advertisement for Walk-In recruitment of staff for ATF

The following positions at Addiction Treatment Facility (ATF), AIIMS Mangalagiri 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**.

Sl. No	Post Name	No of Posts	Upper age limit	Qualification	Salary (Consolidated)
1.	Senior Resident(Medical Officer)	02	40	Essential: MD/ DNB – Postgraduate qualification in Psychiatry from NMC recognized institution. Desirable: Any post-doctoral/fellowship qualifications including PDF/DM in Addiction Psychiatry At least 2 research publications in PUBMED indexed journals Research experience in mental health related Projects	1,00,000/- per month
2.	Clinical Psychologist (Counselor)	01	40	Essential: M.Phil(Clinical Psychologist)or its equivalent from a recognized University OR Masters degree Psychology with Experimental Psychology as one of the subjects with a Diploma in Medical (Clinical) Psychology of recognized Institution /University. OR A Ph.D degree in Clinical Psychology of any recognized University 2. Registered with Rehabilitation Council Desirable: Experience of working in de-addiction centres Experience of vocational guidance & counselling in Psychiatry centres	50,000/- per month

	Psychiatric Social Worker (Counselor)			<u>Essential:</u> Master's Degree in Social Work from a recognized Institution/ University with specialization in Psychiatric Social work OR M. Phil in Psychiatric Social work <u>Desirable:</u> Experience of working in de-addiction centres Experience of vocational guidance & counselling in Psychiatry centres	
3.	Psychiatric Nurse	01	40	<u>Essential:</u> M. Sc/ B. Sc in Psychiatric Nursing, from recognized institute <u>Desirable:</u> M. Sc in Psychiatric Nursing Experience of working with multi-disciplinary teams and de-addiction centres	25,000/- per month
4.	Data Manager	01	40	<u>Essential:</u> Diploma in Computer Application <u>Desirable:</u> Skill Test Norms on Computer Typing Speed @ 35 wpm in English (Time allowed 10 minutes) Experience of working in healthcare projects with multi-disciplinary teams.	15,000/- per month

Roles and Responsibilities of staff under ATF:

A. Senior Resident/Specialist Medical Officer:

- Providing assessment and diagnostic services to the patients
- Providing initial short-term treatment as well as long term pharmacotherapy 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
- Registering new and follow-up patients
- Making clinical file for all new patients
- Ensuring that records are maintained as prescribed under the scheme
- Preparing periodic reports along with other staff of ATF
- Assisting in maintaining stock records with nursing staff
- Assisting in account maintenance along with ATF staff and account section of the hospital
- To assist Nodal Officer in training health care workers to assess and manage persons with substance use disorders.
- To participate in department of Psychiatry activities as scheduled
- To assist Nodal officer in conducting and reporting quality improvement and research.
- Any other duty assigned by the Nodal Officer (or) Head of the Department.

B. Counsellor:

- Assisting the Senior resident/Specialist 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}
- 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 (or) Head of the Department.

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 (or) Head of the Department.

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 (or) Head of the Department.

INSTRUCTIONS TO CANDIDATES

1. All interested candidates must upload the soft copies of filled application form and required documents **on or before 14-06-2025, 5.00 PM** to the provided Google form link. <https://forms.gle/L9bapVcdAqYF624s8>
2. An interview will be held for the following post **on 17/06/2025 at Administration Block, AIIMS Mangalagiri**. All candidates are required to bring filled application form, along with **All original certificates& Two (2) sets** of self-attested copies of relevant supporting documents by **8.00 am** for document

verification followed by an interview.**Note: Walk-in interview will be considered only for posts Senior Resident, Clinical Psychologist/ Psychiatric Social Worker, Psychiatric Nurse.**

3. Age limit will be applicable as on the date of interview.
4. Written tests may be conducted if the number of candidates applied more.
5. Applications incomplete in any aspect will be summarily rejected and no intimations/ requests will be made to candidate in this regard.
6. Prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
7. Decision of Selection Committee at AIIMS Mangalagiri regarding selection of candidates will be final and norepresentation in any manner will be entertained in this regard.
8. No travelling or other allowances will be paid to candidate for interview/joining for the post.
9. Appointment is purely temporary OR ON 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 eitherside.
10. Work and conduct will be reviewed from time to time and if not found satisfactory/suitable, shall be terminated immediately without any notice.
11. 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.
12. The selected candidates shall be employed under ATF Project in Department of Psychiatry, AIIMS Mangalagiri.
13. Experience as asked for, should have been gained after acquiring minimum essential qualification.
14. Qualification, experience, other terms and conditions may be relaxed/altered at the discretion of the selection committee.
15. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
16. Candidate should not have been convicted by any Court of Law.
17. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
18. Applicants already working elsewhere shall have to produce Relieving Certificate from their present employer before joining the Institute.
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).

Please Note: The interview schedule is tentative, and candidates are advised to check the website (www.aiismangalagiri.edu.in) for updates if any.

Sd/-
Dr. Sangha Mitra Godi
Nodal Officer, ATF
Department of Psychiatry
AIIMS, Mangalagiri

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

Advertisement Notification No.

Space for
Photograph
Signed across by
the candidate

Post applied:

1. Name of Candidate:
2. Parents name (Father/Mother Name):
3. Date of Birth:
4. Complete Postal Address
5. E-mail ID:
6. Contact No (Mobile/Landline)
7. Registration Number (if applicable)
8. Educational Technical qualification (starting from SSLC/10th onwards)

Examination passed	Name of university/board/Institute	Duration of the course	Date/month /year of passing	Class/percentage	Subjects studied

9. Experience details (after possessing minimal required qualification for the post):-

Designation	From	To	Organization	Place	Nature of work

10. List of Supporting Documents required (All Original certificates and documents to be produced during verification process on the day of interview and self attested two sets of photocopies be submitted)

- A. Original Address Proof (any one Passport/Aadhar card/Voter ID)
- B. Original Proof of date of birth (any one: 10 mark sheet/12 mark sheet/birth certificate)
- C. Original Undergraduate Degree certificate
- D. Original Postgraduate Degree certificate
- E. Original Registration Certificate (if applicable)
- F. Original Experience certificate

Note: If a candidate produces any certificate that is found to be false on later stage, he/she will be terminated from the service immediately. No correspondence will be entertained in this regard

Declaration

I..... son / daughter of (father's name / mother's name)..... have applied for the post ofpost applied for.....under addiction treatment facility at department of psychiatry, AIIMS Mangalagiri. 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, thenational drug deaddiction and training centre at AIIMS Delhi and AIIMS Mangalagiri if selected. I understand that the decision of the selection committee shall be final.

Date:

Place:

Signature of applicant

[Full Name in Capital]