



ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare)
भारत सरकार/ Government of India

46-c.

AIIMS/Deo/ ATF/ 23-24/ 114

Date: 24/01/24

NOTIFICATION

Recruitment under Addiction Treatment Facility (ATF), AIIMS Deoghar

Subject: Recruitment for the following post on a temporary basis for "Addiction Treatment facility" in AIIMS Deoghar, supported by the Ministry of Social Justice and Empowerment.

Applications in the prescribed format are invited for the following post on a temporary basis for the "Addiction Treatment facility" in AIIMS Deoghar, supported by the Ministry of Social Justice and Empowerment under the Nodal Officer, Dr. Santanu Nath, Associate Professor, Department of Psychiatry, as per the details given below:

No of post	1 (One)
Name of the post	Data Manager
Educational Qualification	Essential: Minimum bachelor's degree with working knowledge of computers.
Job Profile	<ul style="list-style-type: none">• Roles/Responsibilities• Registering new and follow-up patients• Making clinical files for all new patients• Ensuring that records are maintained as prescribed under the scheme• Preparing monthly reports under the supervision of other staff of ATF• Assisting in maintaining stock records with nursing staff o Assisting in account maintenance under the guidance of the ATF staff as well as account personnel of the hospital
Desirable	Those with certificate training/degree in computers would be preferred.
Upper Age Limit	40 years



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1. Pay (Consolidated)	INR 25000 per month
Duration of post	Strictly on a contract basis for six months. Renewable based on performance. It will not be considered as a regular government job.
Place of posting	ATF, AIIMS, Deoghar

Instructions:

All candidates should submit the filled application in the prescribed format and Biodata through email atf@aiimsdeoghar.edu.in by 5 pm on.....10th February 2024. Intimation regarding the interview will be done within a week after the last date. The interview date will be within two weeks following the last date. The candidate should appear in person for the interview, along with all relevant original documents and one set of self-attested photocopies of documents regarding age, qualifications, and relevant experience, at the following address:

Venue of the interview:

Conference hall, Ayush Building, Devipur campus,

All India Institute of Medical Sciences, Deoghar, Jharkhand- 814152 **General**

Terms & Conditions:

1. The above posts are filled up purely temporarily with the project/scheme & the candidate will have NO right to claim permanent Employment under AIIMS, Deoghar continuation of his/her services in any other project.
2. No enquiries shall be entertained after the due date.
3. All educational professional and technical qualifications should be from a recognised Board/ University and full-time.
4. Post may increase/decrease as per requirement and at the sole discretion of the competent authority of AIIMS, Deoghar.
5. The specified experience requirement should be acquired after obtaining the minimum educational qualifications required for the post.
6. Persons working in Govt. or Public Sector undertaking should produce a "No Objection Certificate" at the time of the Interview.
7. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
8. This position will be purely on a temporary/contractual basis for the specified period and based on the project/scheme.



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9. The salary is a consolidated sum without other benefits based on the candidates' experience, qualifications, skill set, etc.
10. Canvassing in any form will be a disqualification.
11. Age Relaxation: Age relaxation for SC, ST and OBC candidates will only be given against reserve posts. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
12. Age / Education qualification / Experience will be considered till the late date of the advertisement.
13. Application fees of Rs. NA for General & OBC candidates and Rs. NA for SC/ST/PWD candidates in the form of a Demand Draft drawn in favour of NA payable at NA to be submitted along with the application. (If applicable)
14. If selected, the candidate may resign from the post by giving one month prior intimation or paying one month of their salary.
15. Only complete applications will be accepted.

The candidates must submit (the self-attested) the following documents on the day of the interview, and the same is to be sent through the mail along with the filled application form to the mentioned mail address atf@aiimsdeoghar.edu.in

1. Curriculum Vitae
2. Filled application form (copy attached)
3. 2 recent passport-size photographs (1 affixed on the application form)
4. Proof of Age (Matriculation certificate)
5. Caste Certificate (if applicable)
6. Degree certificate in support of the 'educational qualifications mentioned above.
7. Registration certificates from appropriate authorities for the post
8. Any other qualifications/testimonials.
9. Experience Certificate (if any) (NOC from the present employer)
10. A photo identity proof

Dr. Santam Nath.
NODAL OFFICER.
ATF, AIIMS Deoghar.