



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



Date: 02.07.2026

### 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.

**Date and Time of interview:** - Will be intimated later through AIIMS website/email

**Venue:** -Department of Psychiatry, AIIMS Rishikesh

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

| S. No | Name of Post        | No. of Post | Qualifications                                                                          | Emoluments (in INR; approx.)                              |
|-------|---------------------|-------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1.    | <b>Counsellor</b>   | <b>01</b>   | Graduate in Psychology/Social work/Sociology (preferable: Masters in above disciplines) | Minimum 20,000/- per month as per NHM norms & ATF scheme* |
| 2.    | <b>Nurse</b>        | <b>02</b>   | ANM (preferable: GNM / BSc Nursing)                                                     | Minimum 15,000/- per month as per NHM norms & ATF scheme* |
| 3.    | <b>Data Manager</b> | <b>01</b>   | Graduate (preferably with qualification / experience in computer applications)          | Minimum 15,000/- per month as per NHM norms & ATF scheme* |

\* May be revised as per prevailing NHM norms of state of Uttarakhand subjected to approval from funding agency

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

#### **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

#### **B. 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

**C. 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

**Note:**

1. Interested candidates are requested to submit their application in duly prescribed format (Annexure I) by mailing it to [atf@aiimsrishikesh.edu.in](mailto:atf@aiimsrishikesh.edu.in) latest by 05:00 PM of **22.07.2026**.  
**(Note:- Applications submitted through offline mode, in any format other than the prescribed application format (Annexure-I), or received after the last date and time, i.e., 22.07.2026 at 5:00 PM, shall not be considered and will be rejected.)**
2. The candidates eligible for interview will be intimated through website/by mail/telephonically and will have to bring the hard copy of the submitted application form (see annexure I), in original along with all other relevant supporting documents.
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 Rishikesh regarding selection of candidates will be final and no representation 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 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 either side. The engagement of the interested selected candidates may further be extended as per the ATF scheme policy TORs.
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. Experience as asked for, should have been gained after acquiring minimum essential qualification.
11. Qualification, experience, other terms and conditions may be relaxed/altered at the discretion of the Nodal Officer.
12. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
13. Candidate should not have been convicted by any Court of Law.
14. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
15. Applicants already working elsewhere shall have to produce Relieving Certificate from their present employer before joining Institute.
16. The selected candidates shall be employed in the ATF Scheme Project under Department of Psychiatry, AIIMS Rishikesh only (and will not be a direct employee of AIIMS Rishikesh, in any form).
17. 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.
18. 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 at any stage and an action taken as deemed fit by appointing authority.
19. 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. The leave balance will not be adjusted for the notice period.
20. Appointment is full time and private or any other type of practice is prohibited.