



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS)

### MANGALAGIRI, ANDHRA PRADESH

Notification No: AIIMS/MG/Psychiatry/Project/Recruitment/ATF/2025-26/11

#### 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**.

SI. No	Post Name	No of Posts	Upper age limit	Qualification	Salary (Consolidated)
1.	Senior Resident/	01	40	<b>Essential:</b> MD/ DNB – Postgraduate qualification in Psychiatry from NMC recognized institution. <b>Desirable:</b> 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	01	40	<b>Essential:</b> First or Second Class M.A./M.Sc. degree in psychology/ M. Phil Psychology Recognized Rehabilitation Council of India <b>Desirable:</b> Masters in above disciplines	50,000/- per month
	Psychiatric Social Worker			<b>Essential:</b> First or Second Class M.A./M.S.W degree in Medical Psychiatric Social Work <b>Desirable:</b> Masters in above disciplines	

## **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.

## **INSTRUCTIONS TO CANDIDATES**

1. All interested candidates must upload the soft copies of filled application form and required documents **on or before 17-01-2026, 5.00 PM** to the provided Google form link. <https://forms.gle/2MtUCB6KLXWiGptC6>
2. A walk-in interview will be held for the following post on **19.01.2026 at Administration Block, AIIMS Mangalagiri**. All candidates are required to bring filled application form, along with original certificates & **Two (2) sets** of self-attested copies of relevant supporting documents by **8.00 am** for document verification followed by an interview.
3. Age limit will be applicable as on the date of interview.
4. Applications incomplete in any aspect will be summarily rejected and no intimations/ requests will be made to candidate in this regard.
5. Prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
6. Decision of Selection Committee at AIIMS Mangalagiri 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 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.
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 Mangalagiri.
12. Experience as asked for, should have been gained after acquiring minimum essential qualification.
13. Qualification, experience, other terms and conditions may be relaxed/ altered at the discretion of the selection committee.
14. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
15. 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 the Institute.

18. The administrative part shall be looked after by the Nodal officer for ATF at AIIMS Mangalagiri, and these posts are funded by Ministry of Social Justice and Empowerment (MoSJE), Government of India.
19. Selection of staff and emoluments will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).
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 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.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.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.

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)

Space for  
Photograph  
Signed across by  
the candidate

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 (self attested one set of photocopies be submitted)

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