



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी

**All India Institute of Medical Sciences, Guwahati**

स्वास्थ्य और पररवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त निकाय

(An Autonomous body under the aegis of Ministry of Health and Family Welfare, GoI)

Ref No.- 06-19/2023-24/AIIMS/GHY/RES.C/Misc/ATF

Dated- Sept 15,2025

**Department of Psychiatry**  
**Addiction Treatment Facility (ATF)**

**Notification for Recruitment**

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

Sr. No	Name of Post	No. of Post	Qualifications	Age (as on the last date of the application)	Emoluments (in INR; approx.)
1.	Senior Resident/ Specialist Medical Officer**	01	<b>Essential:</b> MD/ DNB - Postgraduate qualification in Psychiatry from NMC recognized institution. <b>Desirable:</b> 1. Any post-doctoral/ fellowship qualifications including PDF/DM in Addiction Psychiatry 2. At least 2 research publications in PUBMED indexed journals 3. Research experience in mental health related projects	Upper age limit 40 years	Consolidated 1,40,000/- per month

\*\*To be decided by competent authority

\* Selection of staff and emoluments will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).

### **Roles and Responsibilities of staff under ATF Senior Resident/Specialist Medical Officer:**

- Providing assessment and diagnostic services to the patients
- Providing Pharmacological and non-pharmacological treatments to the patients.
- Providing referral services to the patients - including referral for other health conditions, other care needs.
- 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

### **Note:**

1. Interested candidates are required to submit their application using the appropriate forms linked below:

For Senior Residents/Specialist Medical Officer: <https://forms.gle/BrutUULsrvWPCTJqZ>

**LAST DATE for receipt of Online applications is September 25, 2025 upto 05:00 pm.**

2. Applicants are to also send in the filled form in ANNEXURE-1 duly filled with all details along with supporting documents shared in the google forms via Registered/Speed Post to the Nodal Officer, Addiction Treatment Facility (ATF), Department of Psychiatry, First Floor, OPD building, AIIMS Guwahati, Changsari, Kamrup, Assam-781101.

**Last Date for receipt of Offline hard copy applications is September 27,2025 upto 4:00 PM.** No applications will be received after this stipulated time for any reason whatsoever. Candidates need to ensure that the google form link above and the hard copy of their application is submitted before the dates prescribed. Applications will be considered complete only if both online and offline hard copies are received by the Nodal Officer.

3. Applications shall be considered **COMPLETE ONLY** if online and hard copy of application are received by the department of psychiatry.
4. The candidates called for interview will be intimated by email and the details will be intimated to the eligible/shortlisted candidates individually through email /on website.
5. Shortlisting for interview is purely provisional and subject to revision based on the verification of hard copy documents - mere short listing does not entitle candidates to interviews nor does it imply selection
6. Applications incomplete in any aspect will be summarily rejected and no intimations/ requests will be made to the candidate in this regard.
7. Prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

8. Decision of Selection Committee at AIIMS Guwahati regarding selection of candidates will be final and no representation in any manner will be entertained in this regard.
9. No travelling or other allowances will be paid to candidate for interview/joining for the post.
10. 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.
11. Work and conduct will be reviewed from time to time and if not found satisfactory/suitable, shall be terminated immediately without any notice.
12. 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.
13. The selected candidates shall be employed under ATF Project in Department of Psychiatry, AIIMS Guwahati.
14. Experience as asked for, should have been gained after acquiring minimum essential qualification.
15. Qualification, experience, other terms and conditions may be relaxed/altered at the discretion of the selection committee.
16. Candidate is expected to conform to rules of conduct and discipline as applicable to institute employees.
17. Candidate should not have been convicted by any Court of Law.
18. No other allowance/facilities other than consolidated emoluments/salary shall be admissible.
19. For the walk-in-written test or interview, candidates must bring their original certificates for age, educational/professional qualifications, and experience, along with two recent passport-size color photographs and one set of self-attested photocopies of all relevant documents. Failure to provide these documents will result in disqualification from the selection process. Selected candidates must join duty immediately or within the joining period specified by the selection committee. Applicants are responsible for regularly checking the institute's website for updates.
20. Discretionary Authority: The Selection Committee reserves the right to relax or alter any of the prescribed qualifications, experience, or other terms and conditions at its discretion.
21. Code of Conduct: The candidate is required to adhere to the rules of conduct and discipline applicable to all employees of the institute.
22. Applicants already working elsewhere shall have to produce Relieving Certificate from their present employer before joining the Institute.
23. The administrative part shall be looked after by the Nodal officer for ATF at AIIMS Guwahati, and these posts are funded by Ministry of Social Justice and Empowerment (MoSJE), Government of India.
24. Selection of staff and emoluments will be as per norms and procedures under the National/State Health Mission (or other central sector schemes).

25. 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.
26. 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.
27. Appointment is full time and will be as per norms and procedures under the National/State Health Mission (or other central sector schemes). and no concurrent affiliations is permitted.
28. The contract will automatically expire on completion of period specified above until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
29. All disputes will be subject to the jurisdictions of Court of Law at Guwahati.
30. Selected candidates should join duty immediately/ within the joining period intimated by the selection committee.

**Sd/-**  
**Dr. Sharad Philip**  
**Nodal Officer, ATF**  
**Department of Psychiatry**  
**AIIMS Guwahati**

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

PLEASE AFFIX SELF  
ATTESTED  
PASPORT SIZE  
PHOTO OF THE  
CANDIDATE.

POST APPLIED FOR:.....

FIRST NAME:.....

MIDDLE NAME:.....

LAST NAME:.....

FATHER/ MOTHER NAME:.....

AGE (As on date of this notification):.....

DATE OF BIRTH:.....

GENDER:.....

CONTACT NUMBER.....

ALTERNATE CONTACT NUMBER.....

EMAIL ID.....

PERMANENT ADDRESS WITH DISTRICT, STATE AND PIN CODE.....

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COMMUNICATION ADDRESS WITH DISTRICT, STATE AND PIN CODE....

.....

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DETAILS OF ESSENTIAL QUALIFICATION

NAME OF ESSENTIAL QUALIFICATION	YEAR OF ENROLLMENT	YEAR OF PASSING	UNIVERSITY	MARKS OBTAINED

**DETAILS OF ADDITIONAL QUALIFICATION**

NAME OF ADDITIONAL QUALIFICATION	YEAR OF ENROLLMENT	YEAR OF PASSING	UNIVERSITY	MARKS OBTAINED

**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 Guwahati.  
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, the national drug deaddiction and training centre at AIIMS Delhi and AIIMS Guwahati if selected. I understand that the decision of the selection committee shall be final.

Signature of applicant

Date:

Place: