



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी  
All India Institute of Medical Sciences (AIIMS) Kalyani  
(स्वास्थ्य एवं पररवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय) (A Statutory  
Body under the Aegis of Ministry of Health and Family Welfare, GOI)  
**NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245**

Addiction Treatment Facility (ATF)

Date: 09.11.2024

AIIMS Kalyani, Nadia

West Bengal

**Notification for contractual recruitment**

The following positions at Addiction Treatment Facility (ATF), AIIMS Kalyani 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

| S. No | Name of Post | No. of Post <sup>#</sup> | Qualifications                      | Age (as on the last date of the application) | Emoluments (in INR; approx.) |
|-------|--------------|--------------------------|-------------------------------------|--|------------------------------|
| 1     | Nurse        | 01                       | ANM (preferable: GNM / BSc Nursing) | Minimum 21 years maximum 40 years            | 20,000/- per month           |

# Number of posts may increase subject to resignation current working nurses

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

**A. 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

**Note:**

1. Interested candidates are requested to submit their application in duly prescribed format (Annexure I) by **within 10 days from the publication of this advertisement on the website (latest by 12 o' clock midnight of 18 November, 2024) to the email address [atfaiimsk@gmail.com](mailto:atfaiimsk@gmail.com)**. The email should have the heading mentioning the specific post applied for like: 'Application for the post of nurse ATF AIIMS Kalyani'. Improper heading may lead to rejection of the application.
2. Apart from the email application all applicants should **COMPULSORILY** fill up the Google link:

[https://docs.google.com/forms/d/e/1FAIpQLScSrHd1IuXHHNd8za7UmBxItgyhVCxh1XFta\\_eLHxeU4b212w/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScSrHd1IuXHHNd8za7UmBxItgyhVCxh1XFta_eLHxeU4b212w/viewform?usp=sf_link)

3. The shortlisted candidates will be intimated about the date of a skill test/examination in the website.

- No individual intimation will be sent. Hence the candidates are requested to check the official website of AIIMS Kalyani <https://aiimskalyani.edu.in/> regularly.
4. Applications incomplete in any aspect will be summarily rejected and no intimations/ requests will be made to the candidate in this regard.
  5. Prescribed qualification is minimum and mere possessing same does not entitle any candidate for selection. It is the responsibility of the applicants to provide the necessary documents to support their essential qualifications and other requisite details.
  6. Decision of Selection Committee at AIIMS Kalyani 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 CONTRACT BASIS for a period of 11 month 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 at is factory/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 Kalyani.
  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 Institute.
  18. The administrative part shall be looked after by the Nodal officer for ATF at AIIMS Kalyani, 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) and Institute norms.
  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 pay in gone 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).

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

**APPLICATION FORMAT** (Annexure I)

Addiction Treatment Facility (ATF) AIIMS Kalyani supported by Ministry of Social Justice and Empowerment, Govt. of India

A. Name of the Applicant: \_\_\_\_\_  
\_\_\_\_\_

B. Post applied for: Nurse (please mention clearly) \_\_\_\_\_

C. Age (as on date of application): \_\_\_\_\_ D. Gender: \_\_\_\_\_

D. Marital Status: \_\_\_\_\_

E. Date of Birth: \_\_\_\_\_

F. Father's / Husband's Name: \_\_\_\_\_

G. Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Mobile No. \_\_\_\_\_ I. Telephone: \_\_\_\_\_

J. E-mail address: \_\_\_\_\_

K. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

L. Preferred Communication Address: Present / Permanent \_\_\_\_\_

M. Educational Qualification: (Self-attested Proof - Xerox copies to be attached)

| Qualification       | Year | Board/<br>University | % of Marks<br>Obtained in final<br>examination | Attempts/<br>Remarks |
|---------------------|------|----------------------|--|----------------------|
| Secondary<br>School |      |                      |  |                      |
| High School         |      |                      |  |                      |

Paste latest  
(self-attested)  
passport size  
photograph

|  |  |  |  |  |
|--|--|--|--|--|
| Graduation                                   |  |  |  |  |
| Post-Graduation<br>(if any)                  |  |  |  |  |
| Essential<br>qualification<br>(as per advt.) |  |  |  |  |
| Other<br>(please<br>mention)                 |  |  |  |  |

N. **Experience:** (Self-attested Proof- Xerox copies to be attached)

| Post | Organization | From/<br>To | Period | Salary |
|------|--------------|-------------|--------|--------|
|      |              |             |        |        |
|      |              |             |        |        |
|      |              |             |        |        |
|      |              |             |        |        |

O. **Any other:**

**Registration Number (if applicable)**

**Signature of Candidate:**

**Name of Candidate:**

**Date:**

**Place:**

