



**REGIONAL INSTITUTE OF MEDICAL SCIENCES,**  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)  
**IMPHAL, MANIPUR-795004**

**ADVERTISEMENT**

Imphal, the 23<sup>rd</sup> of July 2015

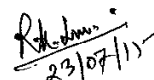
No. RIMS/DTC/E/2014: A "Walk-in-interview" for recruitment of the following positions in "Regional Resource and Coordination Centre", RIMS Imphal for "Enhancing the functioning of Drug De-Addiction Centers under Drug De-addiction Programme (DDAP), Ministry of Health and Family Welfare (MOH&FW)," conducted by Department of Psychiatry, RIMS, Imphal coordinated by National Drug Dependence Treatment Centre (NDDTC), AIIMS, New Delhi as National Centre will be held on the 27<sup>th</sup> of July 2015 at 02.30 pm in the Office Chamber of Director, RIMS, Imphal.

Interested candidates fulfilling the following required qualification and experience may apply for the interview along with a copy of neatly typed bio-data with attested passport size colour photograph and attested copies of testimonial and certificates. The original certificates and the documents are to be produced before the Selection Board in the interview. No TA/DA will be admissible. Application in plain paper should be submitted at the office of the Director, RIMS, Imphal on or before 04.00 pm of 25<sup>th</sup> July, 2015 and the application received after 04.00 pm of 25<sup>th</sup> July, 2015 will not be entertained.

Sl. No	Name of the post	No. of post	Qualification and experience	Roles and responsibilities/ Job Specification	Salary	Period
1	DTC-Coordinator	1 (one)	MD/MBBS, preferably a psychiatrist or Ph.D in social sciences with suitable experience at the level of Research Officer ( <i>as per ICMR norms</i> ). Candidate with MBBS or Master Degree should have a minimum of 3 years experience in the thematic area in substance abuse management, research work experience. Expertise in identification of capacity building needs, develop capacity building strategy and modules with trainers guide by adopting/adapting models already available or develop the modules in thematic areas where not available, to carry out capacity building activities through technical support visit, training and follow up etc is desirable  Experience of working in the field of drug/ addiction and	<ul style="list-style-type: none"> <li>Undergoing training provided by the National centre.</li> <li>Overall responsibility of coordinating all the functions of DTC under the supervision of faculty members.</li> <li>Undertake monitoring field visits</li> <li>Responsible for the smooth functioning and timely achievements of targets and reporting of activities.</li> <li>Computer proficiency is a must. Should be able to use and work on MS Word, Excel, PowerPoint or other standard business-required software application with relative ease.</li> <li>Liaise with other governmental departments and departments of the hospital.</li> <li>Working under the overall</li> </ul>	MD/MBBS =Rs.57000  Non-medical (Ph. D) = Rs.47000  Non-medical = Rs.43470	1 year

			harm reduction is desirable. If candidate having the above mentioned degree is not available the vacant post shall be filled by candidate having a Master Degree in Social Sciences with the above mentioned experience.	supervision of the Nodal Officer of the DTC		
2	Training and Field Coordinator/ Accountant-cum-Monitoring Officer	1 (one)	Master in Social Work/Psychology, working at the level of Research Assistant (as per ICMR norms) with minimum 3 years work experience in monitoring & evaluation, management, program impact, documentation and reporting, office correspondence, account statements of expenditures, reimbursements and other related office work with knowledge of office management.  Experience in organizing training/ workshops are desirable.	<ul style="list-style-type: none"> <li>Undergoing training provided by the National centre</li> <li>Responsible of organizing the training programs and communicating with the DTCs</li> <li>Supervision of accounts and administrative issues.</li> <li>Working under the overall supervision of the Nodal Officer of the DTC <ul style="list-style-type: none"> <li>Computer proficiency is a must. Should be able to use and work on MS Word, Excel, PowerPoint or other standard business-required programs with relative ease.</li> </ul> </li> </ul>	Rs. 27000	1 year
3	Accounts cum Administrative Assistant	1 (one)	A graduate in the accounts/Commerce (as per ICMR norms for UDC) with 3 years work experience in accounting, office correspondence, account statements of expenditures, reimbursements and other related office work with knowledge of office	<ul style="list-style-type: none"> <li>Undergoing training provided by the National centre</li> <li>Responsible for managing all the accounts and administrative issues.</li> <li>Working under the overall supervision of the Nodal Officer of the DTC</li> <li>Computer proficiency is a</li> </ul>	Rs. 16000	1 year

The engagement is strictly co-terminus with the program and especially required for the above program for the period mentioned against the post or till the project is completed, whichever is earlier. The engagement shall be made on finalization of a contract agreement.

  
23/07/15

(Prof. R.K. Lenin Singh)  
Nodal Officer

Regional Resource and Coordination Centre (RCC)  
Department of Psychiatry  
Regional Institute of Medical Sciences  
Imphal, Manipur-795004

Copy to:

- 1) The P.S to Director, RIMS, Imphal for kind information of Director, RIMS, Imphal.
- 2) HOD, Department of Psychiatry, RIMS, Imphal.
- 3) The System Administrator, RIMS, Imphal for uploading the advertisement.
- 4) Notice Board, Director's office, RIMS, Imphal.
- 5) Office file.