



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

ADVERTISEMENT

Imphal, the 12th September 2017

No. RIMS/NSEPSU/Estd/2017: A "Walk-in-interview" for recruitment of the following positions for the project "National Survey on Extent and Pattern of Substance Use in India," at Department of Psychiatry, RIMS, Imphal under Ministry of Social Justice and Empowerment(MoSJE), Government of India, coordinated by National Drug Dependence Treatment Centre (NDDTC), AIIMS, New Delhi will be held on the **23rd of September 2017 at 1.00 p.m.** 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 4.00 pm. of 19th September 2017 and the application received after 4.00 pm. of 19th September 2017 will not be entertained.

Sl. No	Name of the post	No. of post	Qualification/experience & desirable	Roles and responsibilities/ Job Specification	Salary (Consolidated)	Period
1	Regional Technical Officer(RTO)	1(One)	<u>Essential:</u> - MBBS / Master's degree in psychology/humanities/social work with 3 year research/teaching experience after completing internship OR Ph.D/MD/MDS - Trained in the field of mental health/substance use disorder	<ul style="list-style-type: none">• Coordination of the project activities for respective regions assigned to the Regional Technical Agency• Organization of trainings at regional level in collaboration with the respective Regional Coordinating Agency/State Implementation Agency• Assist in development of protocol and questionnaires for Focused Thematic Studies assigned to the RTA. planning and organizing data collection, data analysis as well as preparing draft report under supervision of RTA• Supervise work of regional project staff (Regional Technical Assistant and Accountant) and other	Medical- Rs.63, 788/- Or Non-Medical- Rs.51.030/-	Till 31 st Dec' 2017

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			<p><u>Desirable:</u></p> <ul style="list-style-type: none"> - Prior experience of coordination of project/s - Prior experience of organising trainings programmes/workshops - Experience of working in surveys conducted at district level or above - Should be proficient in use of computers and internet and have experience of managing online reporting systems 	<p>collaborating institutions from the region</p> <ul style="list-style-type: none"> • Planning and conducting field visits for monitoring of data collection in coordination with NCA, RCA/SIA and investigators from AIIMS, New Delhi; resolving technical issues encountered by the field staff during the data collection. • Attending regional trainings organized by the National Coordination Agency (NCA) for regional / state-level staff of the survey. The RTO should be well-versed with the survey methodology and timelines, survey questionnaires, roles and responsibilities of agencies involved, reporting and record-keeping mechanism, survey software, operational and managerial aspects of the survey. • Coordination with various stakeholders in the assigned region including with RCAs/SIAs, NCA, and NDDTC. • Ensuring that the expected ethical standards are maintained while carrying out survey work and making sure survey protocol and SOPs are followed during all field-level activities. • Maintaining records for survey progress and activities undertaken as per prescribed formats and following reporting procedures as established for the survey. • Regular communication with the State Coordinators of assigned states and bringing any operational / technical issue to the notice of RTA / NCA / NDDTC, AIIMS 		
2.	Regional Technical Assistant (RTA)	3 (three)	<p><u>Essential:</u></p> <ul style="list-style-type: none"> - MBBS/Master degree in psychology/humanities/social work - Should have some formal training in the field of mental 	<ul style="list-style-type: none"> • Assist RTO in conducting all the technical, operational and managerial aspects of the project activities for allotted region to the RTA • Coordinate the capacity building activities for states assigned to the RTA, including organizing and attending training programmes • Conducting field visits for monitoring of data 	Rs. 28,755/-	Till 31 st Dec' 2017

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			<p>health/substance use disorders</p> <ul style="list-style-type: none"> - Should be proficient in use of computers and internet and have experience of managing online reporting systems <p><u>Desirable:</u></p> <ul style="list-style-type: none"> - Experience of working in projects involving multi-disciplinary team - Experience of organising training programmes/workshops - Experience of conducting field –based data collection or monitoring of field-based data collection 	<p>collection by the data collection team</p> <ul style="list-style-type: none"> • Organizing and conducting field visits for revalidation of survey data as directed by the RTA and NDDTC, AIIMS • Attending regional training of trainers organized by the National Coordination Agency (NCA) for regional / state-level staff of the survey. The TA should be well-versed with the survey methodology and timelines, survey questionnaires, roles and responsibilities of agencies involved, reporting and record-keeping mechanism, survey software, operational and managerial aspects of the survey. • Coordination with various stakeholders in the region allotted to the RTA, including the RCA/SIA, NCA, NDDTC and state governments. • Ensuring that the expected ethical standards are maintained while carrying out survey work and making sure survey protocol and SOPs are followed during all field-level activities. • Maintaining records for survey progress and activities undertaken as per prescribed formats and following reporting procedures as established for the survey. 		
3.	Accountant	1(One)	<ul style="list-style-type: none"> - University degree with experience in accounts - Basic knowledge of computers and internet 	<ul style="list-style-type: none"> • Financial management of the project activities performed by the organization including maintenance of accounts as per AIIMS/RTA norms. • Maintaining SOEs, bills, vouchers etc. as mandated by AIIMS/RTA and submission of utilization certificate and other documents as communicated by AIIMS. • Timely disbursement of salaries to survey staff and payment of other expenses as per norms 	Rs.15, 123/-	Till 31 st Dec' 2017

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				communicated by RTA / AIIMS. <ul style="list-style-type: none"> • Coordinate with AIIMS for timely disbursement of grant to the organization. • Any other clerical work related to the project. 		
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The engagement is strictly co-terminus with the programme 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.

R.K. Lenin Singh
12/09/17

(Dr. R.K. Lenin Singh)
Professor, Dept. of Psychiatry
Principal Investigator
Regional Institute of Medical Sciences
Imphal, Manipur-795004

Copy to:

1. Chief, NDDTC, AIIMS, New Delhi
2. The P.S. to Director (Admn.) , RIMS, Imphal for kind information
3. C.A.O / F.A., RIMS, Imphal
4. HOD , Psychiatry, RIMS, Imphal
5. Notice Board, Director's Office , RIMS, Imphal
6. The System Administrator, RIMS, Imphal for uploading the advertisement
7. Office File