



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
&
ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha



Letter No: AIIMS/BBSR/PSY/OST/42

Dated:18/02/ 2022

The Orissa State AIDS Control Society (OSACS) on behalf of the OST Centre, AIIMS, Bhubaneswar invites applications from suitable candidates to fill-up the below mentioned post on contract basis for implementation of HIV/AIDS programme under National AIDS Control Programme (NACP). The initial appointment should be for a period of one year and be renewed every year based on the satisfactory performances.

Sl. No.	Category of Post	Place of Posting	No. of Post	Monthly consolidated Remuneration (Rs.)
1.	Medical Officer	OST Centre, AIIMS, Bhubaneswar	01	50,000/-
2.	Nurse	OST Centre, AIIMS, Bhubaneswar	01	For ANM-9,000/- and for GNM 13,000/-
3.	Counsellor	OST Centre, AIIMS, Bhubaneswar	01	13,000/-
4.	Data Manager	OST Centre, AIIMS, Bhubaneswar	01	13,000/-

The Minimum age limit for the post of Nurse, Counsellor and Data manager is 18 (Eighteen) Years as on 12/03/22. Further for the post of Medical Officer minimum age limit of 25 years & maximum age limit of 70 years as on 14/03/22. The applicants are informed to apply directly to the Room 337, Academic Block, All India Institute of Medical Sciences, Department of Psychiatry, Bhubaneswar or through email ostcenteraiimsbhubaneswar@gmail.com on or before 15 days from date of advertisement. The interviews shall be held via hybrid mode on 14/03/22 (Monday) and the eligible candidates shall be informed via email about the details of the same.

There is no need to apply to OSACS Head Quarter against any desired post of place. If any of the applications received at Head Quarter (OSACS) shall not be considered for short listing.

The prescribed format for submission of application, remuneration, qualification, experience, duties & responsibilities, other terms and conditions are available in the websites of OSCAS (www.osacs.nic.in) and www.orissa.gov.in) and AIIMS Bhubaneswar (<https://aiimsbhubaneswar.nic.in/>). The authority reserves the right to accept / reject any or all application(s) without assigning any reasons thereof.

Project Director



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TERMS OF REFERENCE

Sl. No	Name of the Post with Institution	No. of Post	Monthly Remuneration (Consolidated) (Rs.)	Qualifications	Brief Duties & Responsibilities
1.	Medical Officer	01	50,000	The doctor should have a minimum qualification of MBBS with valid registration from the medical council. Those with MD Psychiatry/Diploma in Psychiatry Medicine (DPM) will be preferred	The Doctor plays a pivotal role in the overall running of the OST programme. There shall be at least one doctor in every OST centre. The doctor plays a lead role in the medical aspects of OST programme. The doctor is expected to provide the best possible medical care for OST as per the standard clinical practice guidelines developed by NACO. Assess patients for suitability of initiation into substitution therapy Prescribe suitable doses of OST medicine to appropriate patients, and conduct regular follow ups Provide routine health check and basic health-care including appropriate clinical management/referrals for wound/abscess, overdoses and STIs, as per the facilities available at the clinic. Documentation as per the NACO guidelines/ protocols. Provide basic information to the clients and family members about the treatment process Referrals to ICTC for HIV diagnosis and other institutions for advanced care treatment Follow the NACO technical guidelines/protocols in all clinical practice Continuing professional development and sharing information between other care providers Help the centre in carrying out advocacy activities
2.	Counsellor	01	13,000	The Counsellor should have a Bachelor's degree in psychology / social science / humanities. Those who have received training in counselling drug users and prior	The counsellor is primarily and directly responsible for individual clients' treatment and progress in the therapy. Counsel IDU clients primarily at the OST centre, and, if required, in the community or at home as well Provide different forms of counselling including motivational counselling, family counselling, group counselling Provide counselling to PLHIV Referrals for STIs,

				experience of working with drug users are preferred.	ICTC and other relevant services Maintain documentation as outlined in the practice guidelines for OST.
3	Nurse	01	For ANM- 9,000/- and for GNM 13,000/-	The nurse should have a minimum qualification of ANM. Those with diploma nursing / Bachelor of Science (Nursing) would be preferred.	<p>The nurse plays a crucial role in dispensing medicines as well as maintaining stocks /records of medications on a regular basis. Maintain minimum standard guidelines as prescribed by NACO for the clinic</p> <p>Dispense medications as per NACO's treatment guidelines/ protocols</p> <p>Assist doctor in treating abscess, providing medication etc</p> <p>Maintain registers (daily stock and dispensing registers) as prescribed in NACO's practice guidelines for OST</p> <p>Regular communication with treating doctor</p> <p>Provide emergency first-aid services in the absence of doctors In addition, the following responsibilities shall be handled by nurse regarding the stocks of OST medicines</p> <p>Receive the medicine stocks from the supplier</p> <p>Count the medicines and confirm that the stocks supplied are in accordance with the consignment records sent by the supplier</p> <p>Ensure that consignment note and form 6 are maintained properly as required by the NDPS act</p> <p>Ensure that OST medicines are properly stored in the storage room at the hospital</p> <p>Ensure that records of OST medicines are properly maintained as required by NACO/SACS</p> <p>Alert the nodal officer/doctor-in-charge of the OST centre, if there is an impending stock-outs</p> <p>Furnish stock position regularly as required by NACO/SAC</p>
04	Data Manager	01	13000	The data Manager should be a graduate and should have received a formal training in computer applications.	<p>The data manager shall be responsible for maintaining the data in OST centre. Register patients in the OST centre on all work days Take out the client related files during every visit by the client for follow-up</p> <p>Ensure that the records are maintained by every staff</p> <p>Prepare and send monthly reports</p> <p>Analyse the reports and provide feedback on dropouts to the staff, especially Outreach Worker (ORW) for follow up</p>

					Feed the data in the MIS/SOCH as and when the centre is linked with the MIS/SOCH
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All these job responsibilities for OST staff are indicative and any additional responsibilities as per need can be allocated by the MO with the approval of Nodal Officer. Any refusal by the staff to carry out duties beyond TOR shall be viewed seriously and necessary action be taken as deemed fit. It must be cleared that these appointments are not to be made by OSACS centrally and it is responsibility of the institution concerned. And since these appointments are to be made by institution, these are not transferable from one centre to another.

Terms and Conditions:

- a) The initial contract is for a period of one year or till end of the project period whichever is earlier & extendable upon satisfactory performance.
- b) The application(s) received beyond the stipulated date by the concerned Institutes will summarily be rejected.
- c) The application should reach Room 337, Academic Block, All India Institute of Medical Sciences, Sijua, Bhubaneswar-751019 by Speed Post / Registered Post only within 15 days of publication of the advertisement within the office hour or through email at: (ostcenteraiimsbhubaneswar@gmail.com).
- d) The applicants are requested to email/post the scanned copy of their 2 page CV along with filled application form and necessary certificates.
- e) The certificates must include date of birth certificate, Degree/diploma certificates, experience certificate, caste certificate (if any) and any others (if applicable).
- f) Applicants are requested to provide a valid email ID along with mobile number.
- g) The posts are purely contractual and recruitment will be made as per NACO Guidelines.
- h) All applicants are directed to mention in bold letter on the top of envelop for which post they are applying with underlined.
- i) Eligible candidates will be called for interview on 14/03/22 (Monday) which shall be done on hybrid mode. The necessary information about the interview will be displayed on AIIMS Bhubaneswar website (<http://aiimsbhubaneswar.nic.in/>)
- j) For any further information, candidates may contact: ostcenteraiimsbhubaneswar@gmail.com
 - 1) Dr Arpit Parmar, Assistant Professor, Department of Psychiatry,
Nodal Officer, OST Center,
AIIMS Bhubaneswar
E-mail: psych_parmar@aiimsbhubaneswar.edu.in
 - 2) Dr Susanta Kumar Padhy,
Additional Professor of Psychiatry,
AIIMS Bhubaneswar
E-mail: psych_susanta@aiimsbhubaneswar.edu.in

Project Director

APPLICATION FORM

Post Applied for:						Attested Photographs
1. Name of the Applicant:						
2. Father's Name / Husband's Name :						
3. Date of Birth:			4. Age as on 12.03.2022: _____		5. Sex:	
6. Present Address with Tel. No: Mobile No.: _____. E-mail Id: _____ (Currently used e-mail ID and Primary Telephone No. with any alternative Telephone No. for e-communication) Permanent Address:						
7. Languages spoken/written:						
8. Marital Status:						
9. Education: Matriculation onwards, please list all your qualifications						
Degree	Institute/Board & Location	Year	Marks			Full/Part Time/ Distance Learning
			Full Mark	Marks Secured	%	
Matriculation						
+2						
+3						
P.G.						
Addl. Qualification if any:						
10. Employment Record:						
Total year of experience:						
11. Present Employment:						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	
12. Previous Employment: (Addl. Sheets may be used ; if required)						
From Month / Year	To Month / Year	Organization	Position	Total period experience	Brief description of duties:	

NB: (1) Self attested photocopies of all mark sheets, certificates, photographs & experience certificates with an initial below of the written statement "**Submitted by me**" on submitted documents, along with the application form otherwise it will be rejected. (2) The candidates should mention the "**POST APPLIED FOR _____, OST Centre, AIIMS, Bhubaneswar**" on the cover of the envelope. (3) The applicants should submit their application(s) to the above-mentioned address directly through Speed Post / Registered Post/ E-mail only within 15 days of publication of the advertisement within the office hour. (4) Application without proper format shall be rejected. (6) The applications received beyond the stipulated period by the concerned Office shall be rejected. (7) The posts are purely contractual and recruitment will be made as per NACO guidelines.

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date :

Place :

Signature of Applicant