

No.: -PHJ/Estt/Adv/2022/1391-98
Dated: -22-04-2022

✓ **The Assistant Inspector General of Police,
Communication, PHQ J&K, Jammu.**

Subject: - Advertisement notice for engagement of Counsellor/ Staff Nurse at Opiods
Substitute Therapy (OST) Centre at Drug-De-addiction Centre, Jammu.

Sir,

Kindly find enclosed copy of Advertisement notice for engagement of Counsellor/ Staff
Nurse at Opiods Substitute Therapy (OST) Centre at Drug-De-addiction Centre, Jammu Notice
for its wide publicity in all local/leading dailies and Doordarshan for the information of the
candidate (s)/aspirants.

Yours faithfully,


Medical Superintendent,
Police Hospital Jammu.

Encl-(64 Lvs)

Copy alongwith copy of advertisement notice to the:-

- 1- Director General of Police J&K Jammu;
- 2- Addl. Director General of Police Jammu Zone, Jammu;
- 3- Inspector General of Police, Technical Services, J&K Jammu;
- 4- AIG Tech, PHQ/SP Hqrs. Jammu(Administrative Officer, PHJ) ;
- 5- SO (IT) PHQ J&K, Jammu;
- 6- PA to MS/Head Clerk/Supervisor PHJ for information;
- 7- Notice Board.


Medical Superintendent,
Police Hospital Jammu.

ADVERTISEMENT NOTICE

Subject: - Advertisement notice for engagement of Counsellor/ Staff Nurse for Opioids Substitute Therapy (OST) Centre at Drug-De-addiction Centre, Jammu.

Applications, as per prescribed format, are invited from the eligible domiciles of J&K in terms of the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O. 1229 (E) dated 31-03-2020 of 2020 and S.O 1245 (E) dated 03-04-2020 read with Notification issued by the General Administration Department, Government of Jammu and Kashmir vide S.O. 166 dated 18-05-2020 for the post of **Counsellor/Staff Nurse for Opioids Substitute Therapy (OST) Centre at Drug De-addiction Centre, Jammu** purely on monthly consolidated salary basis as indicated against each below on following terms & conditions:-.

S.No.	Name of the post	No. of post	Qualification	Consolidated monthly salary
1-	Counsellor	01	Should have Bachelor's Degree in Psychology/Social Science/Humanities. Those who have received training in counselling drug users and prior experience of working with drug users will be preferred.	Rs. 13000/- P.M.
2-	Staff Nurse	01	Should have a minimum qualification of ANM. Those with Diploma in Nursing/Bachelor of Science (Nursing) would be preferred.	Rs. 13000/- P.M.

Other terms & condition:-

- The engagement is purely for a period of one year or till the project is completed whichever is earlier. However in case of unsatisfactory performance, indiscipline including absence from duty can be dis-engagement without an intimation/prior notice by the Appointing Authority;
- The candidate would have no claim for his/her continuous engagement/permanent absorption;
- Age criteria for applicants applying for any of the above posts should be 18-60 years;
- The selected candidates may be required to undergo induction trainings/workshops within or outside the UT.
- Initially, the contract shall be for a period of 01 year and further yearly extension will be subjected to satisfactory performance of the candidate/approval of the Competent

Authority. In case performance of the selected candidate is rated as un-satisfactory by the controlling officer at any point of time, the contract is liable to be terminated without any notice.

- f) The selected candidates will have to work under the overall supervision of Appointing Authority;
- g) Application forms incomplete in any manner or not filled up properly shall be rejected;
- h) Appointing Authority reserves the right to terminate any candidates engagement at any point of time without any notice or assigning any cause of disengagement;

2- **Requirement of Documents:-**

The application form should be accompanied with self attested copies of following documents/certificates:-

- a) DOB Certificate (Matriculation);
- b) Academic Qualification/Technical qualification/experience Certificate, if any;
- c) Domicile certificate;
- d) 04 recent passport size photographs

3- **Last date of submission of application:-**

Application form complete in all respects should reach in the Office of Medical Superintendent, Police Hospital Jammu by 15th May, 2022 (all working days from 11.00 am to 4.00 p.m).

4- **Role, responsibility & charter of duties:-**

i) **Counsellor**

- The counselor 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 counseling including motivational counseling, family counseling, group counseling;
- Provide, group counseling;
- Provide counseling to PLHIV.
- Referrals for STIs, ICTC and other relevant services.
- Maintain documentation as outlined in the practice guidelines for OST

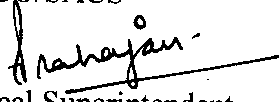
ii) **Staff Nurse:-**

- Maintain minimum standard guidelines as prescribed by NACO for the clinic;
- Dispense medications as per NACO's treatment guidelines/ protocols;
- Assist Doctor in treating abscess, providing medication etc;
- Maintain registers (daily stock and dispensing registers) as prescribed in NACO's practice guidelines for OST;
- Regular communication with treating doctor.
- 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.
 - Receive the medicine stocks from the supplier;



- Count the medicines and confirm that the stocks supplied are in accordance with the consignment records sent by the supplier;
- Ensure that consignment note and form 6 are maintained properly as required by the NDPS act;
- Ensure that OST medicines are properly stored in the storage room at the hospital;
- Ensure that records of OST medicines are properly maintained as required by NACO/SACS;
- Alert the nodal officer/doctor-in-charge of the OST centre, if there is an impending stock-out;
- Furnish stock position regularly as required by NACO/SACS

No:-PHJ/Estt/2022/ 1391-98
Dated:- 22-04-2022


Medical Superintendent,
Police Hospital Jammu
Medical Superintendent
Police Hospital, Jammu

**APPLICATION FORM FOR ENGAGEMENT OF COUNSELLOR/ STAFF NURSE FOR
OPIOIDS SUBSTITUTE THERAPY (OST) CENTRE AT DRUG-DE-ADDICTION CENTRE,
JAMMU**

1. Post applied for _____
2. Full Name of candidates _____
(in capital letters)
3. Father's name (in capital) _____
4. Permanent Address:-
- (I) Village : _____ (II) Post office : _____
(III) Tehsil : _____ (IV) District : _____
(IV) Pin Code :- _____ (VI) Mobile No : _____
5. Date of Birth :- ____/____/____ (DD/MM/YYYY)
6. Are you a Domicile of UT of Jammu & Kashmir _____ (Yes/No)
7. Martial Status _____ (Married/Unmarried)
8. Educational Qualification _____
9. Experience, if any _____
10. Are any criminal proceedings pending against the applicant if any Court in India ? if so, please give details.
- _____
- _____
11. Does any FIR stand registered against the applicant in the UT of J&K or any state in India ? if so, please give details.
- _____
- _____

DECLARATION

I solemnly affirm that the above mentioned particulars are correct to the best of my knowledge and belief that in case, the above information is found incorrect at any state, I shall be liable to be disqualified from the selection process of engagement.

Signature _____

Dated _____

Place _____