

**INTERVIEW FOR THE POST OF ‘COUNSELOR CUM PROGRAM ASSOCIATE’  
UNDER PROJECT LEAD**

**Project title: Project LEAD (Liver Education & counseling on Alcohol related liver Diseases)**

Position	<b>Counselor cum Program Associate</b>
No. of opening	01
Funding agency	Springer India Limited
Project duration	7 months (till March 31 <sup>st</sup> 2023)
<b>Job Location:</b>	Institute of Liver & Biliary Sciences (ILBS), D-1, Vasant Kunj, New Delhi - 110070
<b>Job description</b>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ Assisting in organizing events, sessions &amp; trainings organized by the team Project LEAD, which aims at providing training to healthcare professionals in identification and management of Alcohol use disorder (AUD) with Liver diseases. It also aims at providing counseling to AUD patients.</li> <li>➤ Enrollment of medical/nursing colleges/hospitals and institutes for e-learning sessions all over the country</li> <li>➤ Regular communication with nodal officers for upcoming sessions/trainings</li> <li>➤ Assisting team in setting up of Zoom sessions, maintaining regularity of the sessions.</li> <li>➤ Preparations of reports/data management/data analysis/gap analysis report/paper writing etc.</li> <li>➤ Counselor should be able to do assessment and psychotherapeutic management of Alcohol use disorder under supervision of the Project PI</li> <li>➤ Record keeping related to patient and project data; ensuring patient and data confidentiality</li> <li>➤ Interacting with Site/Pis &amp; other study team members on regular basis, discuss potential issues and suggest corrective action.</li> </ul>
<b>Eligibility</b>	<p><b>Essential: Essentials:</b></p> <p>M. Phil/Ph.D. in Clinical Psychology Or Master’s degree in health or related fields such as social work/</p>

	<p>psychology</p> <p>And</p> <p>Minimum 01 year of working experience in healthcare industry.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Prior experience in patient counseling.</li> <li>2. Prior experience of working in healthcare projects.</li> <li>3. Computer skills viz. familiarity with standard applications, SPSS or STATA.</li> <li>4. Prior experience in implementing training programs</li> </ol>
Age Limit	40 years
Remuneration	Rs 60,000/- (lump sum)

Note:

1. Interested candidates who fulfil the mentioned qualifications/eligibility criteria may fill up the prescribed application form and forward it to [projectleadilbs@gmail.com](mailto:projectleadilbs@gmail.com) through email by **22<sup>nd</sup> August 2022, 5:00 pm.**
2. The effective date for reckoning the requisite qualification, experience and the upper age limit will be on **15<sup>th</sup> August 2022.**
3. Only shortlisted candidates will be called for written test/interview/skill test in the Institute. The shortlisted candidates will be required to bring all their photocopies of degree/certificate/diploma/testimonials along with their printed application form.
4. The candidate must satisfy him/herself of the eligibility conditions before applying. The above vacancies are subject to change and the Institute reserves the right whether or not to fill up any post. No appeal will be entertained or accepted. It would not be obligatory on the part of the Institute to call for Interview every candidate who possesses the essential qualification and no representation in this regard will be entertained from any candidate.
5. No TA/DA will be provided.
6. Extension can be given based on the performance of the candidate and sustainability of the project or availability of funds.
7. Applications forms incomplete in any way or not having required educational/experience certificates and latest photo affixed will be rejected without intimation. The date of joining of selected candidates and other conditions will be as per the policy defined under the project.
8. All applications received will be screened by the Screening Committee of experts as per the Recruitment Rule of each post as mentioned above.

## Application Form

Paste Your Recent  
Passport Size  
Photograph

**Application for the post of \_\_\_\_\_**

1. Name in block letters : Dr./Mr./Ms. \_\_\_\_\_  
First Middle Last

2. Gender : \_\_\_\_\_

3. Marital Status : Married / Unmarried / Widow / Divorcee

4. (a) Permanent address : \_\_\_\_\_

City/District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_ Phone/Mob.: \_\_\_\_\_

(b) Postal address :

\_\_\_\_\_

(For correspondence) \_\_\_\_\_

City/District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_ Phone/Mob.: \_\_\_\_\_

Email: \_\_\_\_\_

5. Date of birth : \_\_\_\_\_

(Please annex documentary evidence)

6. Are you

(a) A citizen of India by birth and or by domicile: Yes ( ) No ( )

(b) Person of Indian origin : Yes ( ) No ( )

(c) Holding dual citizenship : Yes ( ) No ( )

7. Do you belong to any of the following categories :

(Please annex documentary evidence)

(i) UR/SC / ST / OBC / Ex Service men : \_\_\_\_\_

(ii) PWD (having 40% or more disability) suffering from : \_\_\_\_\_

8. Father's/ Husband's name : \_\_\_\_\_  
First Middle Last

9. Educational Qualifications (matriculation onwards) (if required, attach extra sheet):

S. No.	Month & Year		Name of Degree /Diploma/Certificate	Name of Institution and Location	Name of University
	From	To			

10. Work Experience (Start from most recent appointment/job) (if require, attach extra sheet):

S. No.	Organization Name	Date of Joining	Date of Leaving	Position Held	Nature of Job (Temporary/ Permanent /contractual)	Scale of Pay/ TotalEmoluments

11. References (Name, designation, address and telephone/mobile number):

- i. \_\_\_\_\_  
 \_\_\_\_\_
- ii. \_\_\_\_\_  
 \_\_\_\_\_

**Declaration**

*I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, interview, and joining, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.*

**Date:** \_\_\_\_\_ **SIGNATURE OF THE APPLICANT** \_\_\_\_\_