		SECTION C	. STAFFIN	G AND TRAINING				
Prima	ry Responsibility o	of Evaluation: Programme exper	t					
Grading for Staff category				Methodology for Assessment				
S No		Observation	Grading					
1	No staff appointed	d in the specific category	1					
2	Staff appointed, b number	ut strength less than santioned	2	Appointment: Appointment letter issued by IRCA / contract letter signed with the organization running IRCA Qualification: Verification of relevant certificates / degrees Role played in IRCA: TOR specifying roles and responsibilities issued by IRCA, Additionally, interaction with staff members				ter
3	Staff appointed as qualifications pres	sanctioned, but not as per scribed	3					ssued
4	Qualified staff appointed but not adequately trained		4	organized / recognized	rtificates of training issued by NISD/RRTC (Only trainings recognized by NISD / concerned RRTC and on topics staff's area of work to be considered when assessing f trainings)			
5	Qualified staff app	pointed and suitably trained	5					
	Staff Designation		Availabilit y	No of Posts	Staff sta	atus		
S. No.		Minimum Qualification			Sanctioned	In Place		
1	Administrative							

1.1	Project Coordinator cum Vocational Counsellor	Graduate with experience of managing such centres for a minimum period of three year or demonstrable capacity for running such centres and having working knowledge of computers.	Full-time	1 per IRCA (irrespective of the number of beds sanctioned)					
1.2	Accountant cum Clerk	Graduate with knowledge of accounts and working knowledge of computers.	Full-time	1 per IRCA (irrespective of the number of beds sanctioned)					
1.3	Sweeper / Chowkidar		Full-time	2 per IRCA (irrespective of the number of beds sanctioned)					
2	2 Medical								
2.1	Medical Officer (*)	MBBS or an equivalent degree recognized by the Department of Indian Systems of Medicine, Ministry of Health & Family Welfare, Government of India	Part-time	1 per IRCA (irrespective of the number of beds sanctioned)					

2.2		Graduate with minimum experience of three years in the relevant field or an experienced counsellor (recovered addict) with sobriety of two years. Preferably degree / diploma in addiction counselling.	Full-time	For 15-bedded IRCA - 3 For 30-bedded IRCA - 5 For 50-bedded IRCA - 7		
2.3	Yoga Therapist	Adequate experience in the discipline as recognized by the Dep't. Of ISM&H, Ministry of Health & Family Welfare, Government of India	Part-time	1 per IRCA (irrespective of the number of beds sanctioned)		
2.4	Nurse / Ward Boys (*)	Nurse: High School or equivalent with certificate in nursing from a recognized institution. Ward boy: VIII Class pass preferably experienced in such centres.	Full-time	For 15-bedded IRCA - 2 For 30-bedded IRCA - 4 For 50-bedded IRCA - 5		

2.5	Peer Educator	Should be literate; Ex-drug user with 1-2 years of sobriety. Willing to work among drug-using population as well as possess qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse.	Full-time	1 per IRCA (irrespective of the number of beds sanctioned)			
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