



**ANDAMAN & NICOBAR ISLANDS  
MEDICAL EDUCATION AND RESEARCH SOCIETY (ANIMERS)**  
स्वास्थ्य सेवा निदेशालय  
**DIRECTORATE OF HEALTH SERVICES**  
अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN & NICOBAR ADMINISTRATION**

F.No. 1-39/Framing RR/ANIIMS/2020/68

Port Blair dated 25<sup>th</sup> November, 2020

**VACANCY NOTICE**

A walk in interview for short term contract for a period 06 (Six) months for the post of Office Assistant is to be held on 02.12.2020 at 10.00 am at the Conference hall, Directorate of Health Services.

Name of the Post	Qualification	Experience	No. of Post	Pay	Age limit	Period of Engagement
Office Assistant	1. Degree from a recognized University/Board. 2. Proficiency in use of Computers and Basic office applications viz MS Office etc.	One year experience of working in Govt./PSU/Autonomous Bodies.	03	Rs. 18000/- per month.	18-33 years for male 18-38 years for female	06 months

**Note:**

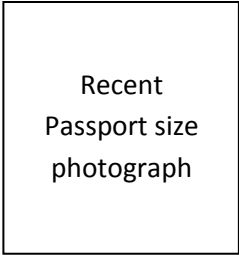
1. The candidates should bring their original certificates and a copy of self-attested certificates of all supporting documents of their educational qualification, experience, proof of age etc., along with filled in prescribed proforma at the time of walk – in- interview.
2. All the candidates are requested to be present 01 (One) hour before scheduled time on the date of interview for necessary formalities and verifications of documents.
3. No TA/DA will be paid for attending the interview.
4. The above mentioned posts are purely on contract basis for a period of 06 (Six) months and no claim for any regular appointment can be claimed or will be entertained.
5. In case if it is detected at any stage of selection that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these short comings is/are detected even after selection, his/her services are liable to be terminated without any notice.
6. It shall be ensured by the candidates that the social distancing norms and COVID-19 protocols of wearing mask/ covering the face and maintaining respiratory etiquettes shall be strictly followed by them during the process.
7. The selected candidates will be deployed in ANIMERS/ANIIMS.

**-Sd-**

**Member Secretary (ANIMERS)**

**RESUME**  
**[Format of Application]**

**APPLIED FOR THE POST OF OFFICE ASSISTANT**



i)	Name in block letters			
(ii)	Father's/Husband's Name			
(iii)	Male/Female			
(iv)	a) Date of birth (proof to be enclosed)	Date	Month	Year
	b) Age as on 02.12.2020	Years	Months	
(v)	Nationality			
(vi)	Educational Qualification (proof to be enclosed)			
(vii)	Experience/employment (if any) (proof to be enclosed)			
(viii)	Postal address for communication with active mobile no. & email address	<hr/> <hr/> <hr/>		
(ix)	Any other relevant information	Mobile : _____ Email : _____		

**Declaration**

I do hereby declare that the particulars furnished above by me are correct and nothing has been concealed. If information furnished above is found to be false at any stage, my candidature/selection for the above mention post is liable to be cancelled.

**Place:**  
**Date:**

**Signature of the candidate**  
**(Name: \_\_\_\_\_ )**

**Terms and Conditions**

- The engagement will be purely on short-term contract basis for 06 Months and no other regular service benefits will be admissible. The candidates will not have any right to claim for regular engagement.
- No TA, DA will be paid for submission of application and attending the walk-in-interview.
- The Selection Committee has the right to accept/reject any application without assigning any reason and no correspondence in this matter will be entertained.