



अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी  
**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/2020/70

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

**VACANCY NOTICE**

**Applications are invited for walk-in-interview for the engagement of Retired Government Officers as Accounts Officer and AD (Admin.) on contract basis.**

Member Secretary, Andaman & Nicobar Islands Medical Education Research Society (ANIMERS) invites application from retired Deputy Secretary, Assistant Secretary and Assistant Director well versed with Establishment/Administrative Rules, procedures and accounting procedures/ policies who have served in Central Government / Andaman and Nicobar Administration, for engagement as Accounts Officer and AD (Admin.) on contract basis for a period of (06) six months. Interested persons who possess good health, and are in a position to join immediately may walk in for a interview to be held on 02.12.2020 at 10.00 am at the Conference hall, Directorate of Health Services, Port Blair.

Name of the Post	Maximum age limit	No. of posts	Pay	Period of Engagement
AD Admin. & Accounts Officer	65 years on the date of application	01 each	They shall be paid a remuneration as per the formula of last pay drawn minus pension subject to maximum limit of Rs. 45000/-	06 (six) 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)**

**APPLICATION FORMAT FOR ENGAGEMENT AS**

**Accounts Officer & AD (Admin)**

Name :

Father's Name :

Aadhar Number :

Date of Retirement :

Office where last worked :

Designation last held :

Last pay drawn :

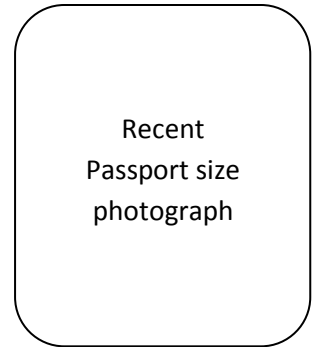
Telephone Number :

Mobile Number :

E-mail ID :

Mailing Address :

Educational Qualification :



Work Experience (Add separate sheet if required)

Organization/Institute	Post held	Period		Nature of work	Remarks
		From	To		

Place :

Date :

Signature

**Terms and Conditions for engagement as Accounts Officer and AD (Admin.)**

1. The Accounts Officer / AD (Admin), shall perform the services as assigned to him/her controlling officer/Administration Division.
2. The normal working hours would be from 9.00 a.m. to 5.00 p.m. with a lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday. The Accounts Officer/ AD (Admin) will mark his/her attendance in Aadhar Enabled Biometric Attendance System.
3. In special circumstances, the Accounts Officer/AD (Admin) could be called for services on holidays or beyond normal working hours.
4. The service will start from the date he /she join initially for a period of one year.
5. They shall be paid a remuneration as per the formula of last pay drawn minus pension subject to maximum limit of Rs.45000/-. Pre 2016 pensioner will be entitled to remuneration of last pay drawn minus pension x 2.57 subject to above maximum limit. Mandatory deduction, if any, will be made. The remuneration for the services rendered in a month shall be payable in subsequent month.
6. Member Secretary ANIMERS & Director ANIIMS shall have the right to examine/ review the services provided by him/her at any time.
7. The Accounts Officer/AD (Admin) shall perform his/her obligations under his/her service with all necessary skills, diligence, efficiency and economy.
8. No other facility whatsoever except remuneration shall be provided to him/her by the Directorate of Health Services in his/her capacity as Accounts Officer/AD(Admin).
9. ANIMERS/ANIIMS shall not be responsible for any loss, accident, damages/injury suffered by him/her work, including travel.
10. During the terms of the service, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.
11. The Accounts Officer/AD (Admin) shall treat all official information as confidential and use the same only for purpose of the performance of the services.
12. The service can be terminated at any time by the Government without assigning any reason without any prior notice.
13. He/She will be allowed a day's absence per month with remuneration. If this is not availed in a particular month the same shall be carried forward and can be availed in the next or subsequent month, but not more than three day's absence in a single spell shall be allowed.