



F. No. 1-274/ ANIIMS/ NTS/ Recruitment 2022/503  
निर्देशक एनिम्स का कार्यालय  
OFFICE OF THE DIRECTOR OF ANIIMS  
अंडमान निकोबार द्वीप समूह चिकित्सा संस्थान  
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION

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Port Blair. Dated 25-04-2023

**Recruitment Notice**

**Applications are invited from the eligible candidates for engagement as Chief Accounts Officer, Office Superintendent, Head Clerk, Higher Grade Clerk, Lower Grade Clerk under ANIIMS on contract / deputation basis.**

The Competent Authority, Andaman & Nicobar Islands Institute of Medical Sciences (ANIIMS) under Andaman and Nicobar Island Medical Education and Research Society (ANIMERS) invites applications from the Citizens of India for post in Andaman and Nicobar Island Institute of Medical Science (ANIIMS) on **Contract/deputation basis** for initial period of **ONE year**, extendable upto 05 years (on yearly basis) based on annual performance and coterminous with regular appointment.

01. Chief Accounts Officer	01 post
02. Office Superintendent	01 post
03. Head Clerk	02 posts
04. Higher Grade Clerk	02 posts
05. Lower Grade Clerk	02 posts

Place of Posting	<b>ANIIMS, Port Blair</b>																												
Age limit	<table border="1"><thead><tr><th rowspan="2"></th><th rowspan="2">Name of the Posts</th><th colspan="2">Age Not Exceeding* (Male and Female)</th></tr><tr><th>By Deputation</th><th>By Contractual</th></tr></thead><tbody><tr><td>1</td><td>Chief Accounts Officer</td><td>56 Years</td><td>62 years</td></tr><tr><td>2</td><td>Office Superintendent</td><td>56 Years</td><td>62 years</td></tr><tr><td>3</td><td>Head Clerk</td><td>56 Years</td><td>62 years</td></tr><tr><td>4</td><td>Higher Grade Clerk</td><td>56 Years</td><td>62 years</td></tr><tr><td>5</td><td>Lower Grade Clerk</td><td colspan="2">Not Exceeding 38 years (M &amp; F)</td></tr></tbody></table>		Name of the Posts	Age Not Exceeding* (Male and Female)		By Deputation	By Contractual	1	Chief Accounts Officer	56 Years	62 years	2	Office Superintendent	56 Years	62 years	3	Head Clerk	56 Years	62 years	4	Higher Grade Clerk	56 Years	62 years	5	Lower Grade Clerk	Not Exceeding 38 years (M & F)			
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Eligibility Criteria	1. Chief Accounts Officer ( <b>By Deputation/Contractual Basis</b> )	
	<p style="text-align: center;"><b><u>DEPUTATION</u></b></p> <p><b>Officer Under the Central/State Govt./UTs.</b></p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis in the parent cadre/department. OR</li> <li>2. Senior Accounts Officer in level 10 of the pay level or equivalent with 02 year regular services in the grade OR</li> <li>3. Accounts Officer in level 09 of the pay level or equivalent with 04 year regular services in the grade.</li> </ol>	<p style="text-align: center;"><b><u>CONTRACT</u></b></p> <ol style="list-style-type: none"> <li>1. From the retired Chief Accounts Officer of Central / State Govt. / UTs having good Administrative experience. OR</li> <li>2. From the retired officers of the Central / State Govt. / UTs in the level 10 of the pay matrix or equivalent with two (02) years regular service in the grade before retirement and having good administrative experience. OR</li> <li>3. From the retired officers of the Central / State Govt. / UTs in the level 9 of the pay matrix or equivalent with four (04) years regular service in the grade before retirement and having good administrative experience.</li> </ol>
Eligibility Criteria	2. Office Superintendent ( <b>By Deputation/Contractual Basis</b> )	
	<p style="text-align: center;"><b><u>DEPUTATION</u></b></p> <p><b>Officer Under the Central/State Govt./UTs.</b></p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis in the parent cadre/department. OR</li> <li>2. Head Clerk/Assistant In-charge/Higher Grade Clerk in the level 6 of pay matrix or equivalent with 03 year of regular service in the grade.</li> </ol>	<p style="text-align: center;"><b><u>CONTRACT</u></b></p> <ol style="list-style-type: none"> <li>1. From the retired Office Superintendent / Head Clerk / AIC of the Central / State Govt. / UTs having good Administrative experience.</li> <li>2. From the retired officers of the Central / State Govt. / UTs in the level 06 of the pay matrix or equivalent with three (03) years regular service in the grade before retirement and having good administrative experience.</li> </ol>
Eligibility Criteria	3. Head Clerk ( <b>By Deputation/Contractual Basis</b> )	
	<p style="text-align: center;"><b><u>DEPUTATION</u></b></p> <p><b>Officer Under the Central/State Govt./UTs.</b></p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis in the parent cadre/department. OR</li> <li>2. Higher Grade Clerk in the level</li> </ol>	<p style="text-align: center;"><b><u>CONTRACT</u></b></p> <ol style="list-style-type: none"> <li>1. From the retired Head Clerk / AIC / Higher Grade Clerk of the Central / State Govt. / UTs having good Administrative experience. OR</li> <li>2. From the retired officers of the</li> </ol>

	4 of pay matrix or equivalent with 10 years of regular service in the grade or combined service of 18 years in the grade of Higher Grade and Lower Grade Clerk of which at least 5 years shall be at the level of Higher Grade Clerk.	Central / State Govt. / UTs in level 05 of the pay matrix or equivalent with six (06) years regular service in the grade before retirement and having good administrative experience. OR 3. From the retired officers of the Central / State Govt. UTs in level 04 of the pay matrix or equivalent with ten (10) years regular service in the grade before retirement and having good administrative experience.
Eligibility Criteria	4. Higher Grade Clerk ( <b>By Deputation/Contractual Basis</b> )	
	<p style="text-align: center;"><b><u>DEPUTATION</u></b></p> <p><b>Officer Under the Central/State Govt./UTs.</b></p> <p>1. Holding analogous posts on regular basis in the parent cadre/department. OR 2. Lower Grade Clerk in Level 2 of pay matrix or equivalent with 08 years regular services in the grade.</p>	<p style="text-align: center;"><b><u>CONTRACT</u></b></p> <p>1. From the retired officers of the central / State Govt. /UTs in Level 04 of the pay matrix or equivalent having good administrative experience.</p>
Eligibility Criteria	5. Lower Grade Clerk ( <b>Contract Basis</b> )	
	<p>1. Pass in a Senior School Certificate Examination (XII Std) or equivalent from a recognized University.</p> <p>2. Should possess Computer Knowledge</p> <p>3. Must have a typing speed of 35 w.p.m in English or 30 w.p.m in hindi.</p>	
Period of appointment	Initial period of <b>ONE year</b> , extendable upto 05 years based on annual performance and coterminous with regular appointment.	
Interview	The Interview will be held at Port Blair through Video Conferencing. The date and time will be communicated through SMS/Email well in advance. Selection will be made on the basis of performance in the interview and experience.	

The remuneration of contract appointment of retired Government Employees shall be regulated as per Government of India Ministry of Finance, Department of Expenditure, New Delhi, OM No 3-25/2020-E.IIIA dated 9<sup>th</sup> December 2020.

**General Condition:**

1. Eligible candidate can apply for the post in the prescribed proforma (available at the institute website <http://andssw1.and.nic.in/aniims> and website of A & N Administration <https://www.andaman.gov.in>) along with self-attested photocopies and the relevant documents available may be send through **Email: [aniims2023recruitment@gmail.com](mailto:aniims2023recruitment@gmail.com)** .
2. Person working in Medical Institutions fulfilling eligibility criteria may also apply.
3. Serving Officer in Central & State Govt. funded autonomous bodies are eligible to apply; they

would be treated on deputation if they desire so.

4. The Last date of receipt / upload of application along with the prescribed Performa and relevant document will be on 17-05-2023 (Up to 4 Pm ).
5. The effective date for determining the eligibility as per the prescribed qualification, age, experience etc. for the post shall be the last date of receipt/upload of application.
6. Late and incomplete application/proforma will not be considered.
7. Canvassing of any kind will be a disqualification.
8. ANIIMS/ANIMERS also reserves the right to cancel the recruitment process at any stage at its discretion and such decision will be binding on all concerned.

**-sd/-**

**DIRECTOR, ANIIMS**



# ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES (ANIIMS), PORT BLAIR

(FORM TO BE FILLED IN CAPITAL LETTERS ONLY)

Post Applied: \_\_\_\_\_

1	Personal Details: <ul style="list-style-type: none"><li>Name</li><li>Email ID</li><li>Mobile No.</li></ul>		RECENT PHOTOGRAPH (TO BE COUNTERSIGNED)																																
2	Date of Birth & Age																																		
3	Academic Qualification																																		
4	Address for Correspondence																																		
5	Permanent Address																																		
6	GOI issued ID No. (Passport/PAN/Voter ID/Aadhaar)																																		
7	Current Job Details: <ul style="list-style-type: none"><li>Current Post held:</li><li>Institution/Department Name:</li></ul>																																		
8	Current nature of job Regular/Contractual																																		
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11	Check List:		
	<b>S.No</b>	<b>Documents to be attached</b>	<b>Yes/No</b>
	1	Certificates of required academic qualification	
	2	Work experience certificate	
	3	NOC from current institute (if applicable)	
	4	Copy of ID issued by GOI ( <i>Passport No/ PAN No/Voter ID No/ Aadhar Card No</i> )	
	5	All other Supporting Documents should be attached	

**DECLARATION**

I do hereby declare that, each statement and/or contents of this application form and /or documents, certificates submitted along with the application form, by the undersigned are absolutely true, correct and authentic. Any discrepancy if any found will disqualify my candidature.

Date:

Place:

Candidate Name & Signature

