



**F. No 1-4/ANIMERS/Staff Appointment/2023/991**  
निर्देशक एनिम्स का कार्यालय  
**OFFICE OF THE DIRECTOR OF ANIMS**  
अंडमान निकोबार द्वीप समूह चिकित्सा संस्थान  
**ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES**  
अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN & NICOBAR ADMINISTRATION**

**Dated: 01/07/24**

Application are invited for the post of **Store Keeper Cum Clerk Cum Computer Operator** under Andaman and Nicobar Islands Institute of Medical Sciences, Port Blair on Deputation basis for initial period of ONE year, extendable upto 03 years (on early basis) based on annual performance.

Sl No.	Name of the Post	Qualification	No. Of Vacancy	Level in the pay matrix
1.	<b>Store Keeper Cum Clerk Cum Computer Operator</b>	<b>Essential-</b> <ul style="list-style-type: none"><li>XII (Senior School Certificate Examination Passed)</li><li>One Year Diploma in Computer Application</li></ul>	01	Group C Level-4 (Rs.25500-81100)

**Eligibility Criteria:**

**Officer under the Central/ State Govt./UTs.**

Holding analogous posts on regular basis in the parent cadre/ department.

**OR**

Lower Grade Clerk in Level 2 of pay matrix or equivalent with 08 years regular service in the grade.

**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. The last date of receipt/upload of application along with the prescribed Performa and relevant document will be on 15.07.2024 upto 4 pm.
3. 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.
4. Late and incomplete application/proforma will not be considered.
5. Canvassing of any kind will be a disqualification.
6. 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.

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**DIRECTOR, ANIMS**



**Checklist of supporting documents (copy of original)**

I.	Photo ID Proof (PAN Card, Aadhaar, Voter ID, Driving License, etc.)	
II.	Address Proof	
III.	10 <sup>th</sup> pass certificate along with mark sheet	
IV.	12 <sup>th</sup> pass certificate along with mark sheet	
V.	Bachelor's Degree-UG along with mark sheet	
VI.	Post graduate degree along with mark sheet	
VII.	Diploma certificate with mark sheet in relevant subject	
VIII.	Passing certificate of respective degree	
IX.	Experience certificates	

**Declaration:**

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and in the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled / terminated without any notice even after selection.

**Date:****Place:****Candidate Name & Signature**



**ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES (ANIMS),PORT  
BLAIR**

**( FORM TO BE FILLED IN CAPITAL LETTERS ONLY )**

**Post Applied For:.....**

1	<u>Personal Details:</u>  <ul style="list-style-type: none"> <li>• Name</li> <li>• Father / Mother name</li> <li>• Email ID</li> <li>• Mobile No.</li> <li>• Nationality</li> <li>• Gender</li> </ul>		RECENT PHOTOGRAPH(TO BE COUNTERSIGNED)			
2	Date of Birth & Age (as on last date of application)					
3	Address for Correspondence					
4	Permanent Address					
5	GOI issued I DNo. (Passport/PAN/Voter ID/Aadhaar)					
6	Current Job Details: <ul style="list-style-type: none"> <li>• Current Post held:</li> <li>• Institution Name:</li> </ul>					
7	Current nature of job Regular /Contractual/Private					
8	Educational Qualification:					
	<b>(A) School</b>					
	Name of the examination	Institute / Board	Year of passing final examination	Marks obtained / Max. marks	Percentage of marks	
	<b>(B) College</b>					
	Qualification	Subject / Discipline	Year of passing	Institute / College / University	Percentage (marks)	Awards/ Distinctions
9	Experience					
	S.No.	Name of the post	Institute / Place of work	Period		Nature of work
				From	TO	

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