



**F. No 1-4/ANIMERS/Staff Appointment/2023/229**

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**OFFICE OF THE DIRECTOR OF ANIMS**

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**ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES**

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**ANDAMAN & NICOBAR ADMINISTRATION**

**Dated: 19 /02/2024**

Application are invited for the post of “**Data Manager**” and “**IT Assistant**” under Andaman and Nicobar Islands Institute of Medical Sciences, Port Blair for period of 01 year on contractual Basis and coterminous with regular recruitment.

Sl No.	Name of the Post	Qualification	No. Of Vacancy	Consolidated pay
1.	<b>Data Manager</b>	<b>Essential-</b> <ul style="list-style-type: none"><li>Graduate in science stream with Diploma in Computer Applications from Govt. recognized institution with proficiency in computer applications (MS Office, email and internet) and experience of minimum 1 year in Data management preferably in public health sector.</li></ul>	06	20,000/- per month
2	<b>IT Assistant</b>	<b>Essential-</b> <ul style="list-style-type: none"><li>Bachelor degree in Information Technology or related field like Electronics, Software, Information Systems, Telecommunication, Electrical or diploma in Information Technology,</li><li>Two years post-qualification experience in relevant field.</li></ul>	01	20,000/- per month

**Eligibility Criteria: Age limit: Male: 18-33 years, Female: 18-38 years**

Interested and eligible candidates should submit their application in the prescribed format (available in the official website of ANIIMS <http://andssw1.and.nic.in/aniims> and official website of Andaman and Nicobar Administration <https://www.andaman.gov.in>) along with the copies of relevant documents to Recruitment Cell, ANIIMS (from 10:00 AM till 04:00 PM).

The completed application should have required supporting, i.e., copies of academic qualification, experience certificate, Photo ID. Incomplete application stands cancelled/rejected.

The number of vacancies is subject to change without prior intimation (increase/decrease/cancelled).

Last date of receiving the completed application offline is on 29.02.2024 till 04 pm. No application will be entertained after last date. Online application will not be entertained.

The venue of interview, date of interview/details of selection test will be intimated through the official website <http://andssw1.and.nic.in/aniims> of ANIIMS after scrutiny of the applications received.

Decision of the competent authority regarding selection of candidate will be final and no further representation will be entertained in this regard.

**NOTE:-**

➤ The above mentioned schedule is tentative and subject to change at any stage depending upon the availability of the Selection Committee. Any changes made will be updated on ANIIMS website <http://andssw1.and.nic.in/aniims>

➤ The Director, ANIIMS, Port Blair reserves the right to reschedule /cancel notified vacancies at any stage of the “interview/selection”.

➤ Selection committee reserves all rights to change the selection procedure, rules and cancellation of rules. The decision of selection committee regarding appointment of candidate will be final and no representation will be entertained in this regard.

- Incomplete applications, application not submitted in prescribed format and applications without supportive documents asked for, shall be summarily rejected. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority.
- The above said posts are purely temporary and the candidate has no right to claim for regular appointment. Selected candidates will not be eligible for any benefits of the permanent employee.
- The decision of the selection committee regarding appointment of candidate will be final.
- No TA/DA will be paid for appearing in the interview.

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**Director ANIIMS**



**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**

