



F.No.1-274/ANIIMS/Recruitment/2022/

निदेशक एनिम्स का कार्यालय

OFFICE OF THE DIRECTOR OF ANIIMS

अंडमान निकोबार द्वीप समूह चिकित्सा संस्थान

ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

अंडमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

Sri Vijaya Puram, Dated 14.09.2026

VACANCY NOTICE

Applications are invited from eligible employee of the Central Government/State Governments/Union Territory Administrations/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings for filling up the following posts in the Andaman & Nicobar Islands Institute of Medical Sciences (ANIIMS) under Andaman & Nicobar Islands Institute of Medical Research Society Sri Vijaya Puram , on **Deputation Basis/Short Term Contract** initially for a period of 02 years and extendable in accordance with the instructions issued by the Department of Personnel & Training (DoPT) from time to time.

Details of Posts

Sl.No	Name of the Post	No. of Posts	Pay Level	Age limit
1.	Deputy Director (Admin)	01	Level -9	Age limit for deputation: Not Exceeding 56 years' as on the closing date of receipt of applications Age limit for Short Term Contract: Shall not be exceed 62 years as on closing date of receipt of application for a retired Govt. servant
2.	Executive Officer	01	Level -9	
3.	Assistant Accounts Officer	01	Level -8	
4.	Assistant Director Admin	01	Level -7	

Eligibility Conditions:

Sl.No.	Name of the post	Essential Qualification	Deputation/ Short Term Contract Rules
1.	Deputy Director (Admin)	Not Applicable	By Deputation 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. or 2. Officers of the Central/State Govt./UTs in level 08 (47600-151100) of the pay Matrix or equivalent with Two (02) years regular service in the grade rendered after appointment thereto on regular basis and having good administrative experiences. Or 3. Officers of the Central/State Govt./UTs in level 07 (44900-142400) of the pay Matrix or equivalent with Three (03) years regular service in the grade rendered after appointment thereto on regular basis and having good administrative experiences. Short Term Contract 1. From retired Deputy Secretary/Deputy Director of the Central/State Govt./ UTs having good administrative experience. Or 2. From the retired Officers of the Central/State Govt./UTs in level 08 (47600-151100) of the pay Matrix or equivalent with Two (02) years regular service in the

			grade before retirement and having good Administrative experience Or From the retired Officers of the Central/State Govt./UTs in level 07 (44900-142400) of the pay Matrix or equivalent with Three (03) years regular service in the grade before retirement and having good Administrative experience .
2.	Executive Officer	Not Applicable	<u>By Deputation</u> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. Or 2. Officers of the Central/State Govt./UTs in level 08 (47600-151100) of the pay Matrix or equivalent with two (02) years regular service in the grade rendered after appointment there to on regular basis and having good administrative experiences. Or 3. Administrative Officers in the level 07 (44900-142400) of the Pay Matrix or equivalent with Four (04) years regular service in the grade rendered after appointment there to on regular basis. AND Should have Graduate in any Discipline <u>Short Term Contract</u> 1. From retired Executive Officer of the Central/State Govt./ UTs having good administrative experience. Or 2. From Retired Officers of the Central/ State Govt./ UTs in level 08 (47600-151100) of the pay Matrix or equivalent with two (02) years regular service in the grade before retirement and having good Administrative experience. Or 3. From Retired Administrative Officer of the Central/ State Govt./UTs in level 07 (44900-142400) of the pay Matrix or equivalent with Four (04) years regular service in the grade before retirement and having good Administrative experience. Or 4. From Retired Administrative Officer of the Central/ State Govt./UTs in level 06 (35400-112400) of the pay Matrix or equivalent with Four (05) years regular service in the grade before retirement and having good Administrative experience
3.	Assistant Accounts Officer	Not Applicable	<u>By Deputation:</u> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department or 2. Senior Accountant in Level 6 (35400-112400) of the Pay Matrix or equivalent with six (06) years regular service in the grade. Who have passed the Part I and Part II of the Common Assistant Accounts Officer (CAAO) conducted by the Controller General of Accounts, Ministry of

			Finance, New Delhi <u>Short Term Contract</u> 1. Retired Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department at the time of retirement. or Retired Senior Accountant/Senior Auditor/ in Level 6 (35400-112400) of the Pay Matrix or equivalent with six (06) years regular service in the grade at the time of retirement
4.	Assistant Director Admin	Not Applicable	<u>By Deputation</u> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department. or 2. Office Superintendent/Head Clerk/Assistant-in-Charge in the Level of 6 (35400-112400) of Pay Matrix or equivalent with 05 years regular service in the grade. <u>Short Term Contract</u> 1. From the retired Assistant Secretary/ Assistant Director (Admn)of the Central/State Govt./ UTs having good administrative experience. Or From the retired Officers of the Central/ State Govt./ UTs in level 06 (35400-112400) of the pay Matrix or equivalent with five (05) years regular service in the grade before retirement and having good Administrative experience.

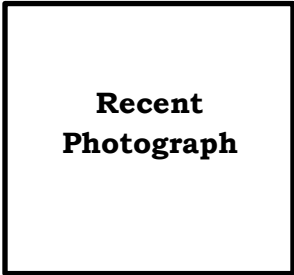
Note:-

- For Deputation the eligible and willing employee may submit their applications in the prescribed proforma annexed herewith may be submitted in the Recruitment cell, ANIIMS, Library Block, New campus, Corbyn Cove with the following documents.
 - Present Pay certificate.
 - Details of experience.
 - Copies of APARs for the Last 5 years
 - Vigilance Clearance certificate
 - Cadre Clearance Certificate
 - Integrity certificate
 - Statement of Major/Minor Penalties imposed, if any, during the last 10 years
 - No Objection Certificate from the Cadre Controlling Authority.
 - The completed applications, duly forwarded through proper channel.
- For Short term contract the eligible and willing candidate may submit the duly filled application along with all the supporting documents as prescribed in the above table,
- The employee selected for appointment on deputation shall have the option either to draw the pay in the parent cadre plus deputation (duty) allowance or to have their pay fixed in the post in accordance with the instructions issued by the Government of India from time to time.
- The Institute reserves the right to cancel or withdraw the vacancy circular at any stage without assigning any reason thereof.
- The filled application should reach Recruitment Cell of ANIIMS, New Campus, Corbyn Cove, Sri Vijaya Puram by **22.10.2026**.
- Applications received after the closing date or without the requisite documents shall not be considered.

**Director, ANIIMS,
Sri Vijaya Puram
E-File no.:88942**

BIO-DATA / CURRICULUM VITAE PROFORMA FOR DEPUTATION/SHORT TERM CONTRACT

NAME OF THE POST APPLIED FOR: _____



1.	Name in Block letters				
2.	Permanent address/Mailing addresses along with Contact Number & Email ID				
3.	Date of Birth (DD/MM/YY)				
4.	Educational Qualifications				
5.	Date of Commencement of Service				
6.	Post Held and date from which the present post is held				
7.	Pay matrix & level applicable to the present post				
8.	Present Pay & Level				
9.	Last Pay Certificate (for retired govt. servant)				
10.	Details of Employment in Chronological Order				
11.	Post held	Period	Scale of Pay	Whether Adhoc/Regular	Name of Employer & Department
12.	Details of previous deputations/ex-cadre assignments				
13.	Any Other information				

Date: _____

Place: _____

Signature of the Applicant

ENCL:

- 1.
- 2.
- 3.
- 4.