



F.No.1-39/Framing RR-Faculty/ANIIMS/2020/315

निर्देशक (एनिम्स) का कार्यालय

OFFICE OF THE DIRECTOR (ANIIMS)

अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान

ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

अण्डमान तथा निकोबार प्रशासन

Andaman & Nicobar Administration

Port Blair Dated 07 March 2023

Notice

It has been brought to the kind notice of all the concerned stakeholders that the Draft Recruitment Rules 2022 to various posts such as Dean/Director, Registrar, Medical Superintendent, Professor, Associate Professor, Assistant Professor, Nursing Personnel, Non-Teaching Staffs, Library Staffs, Accounts and Administrative cadres etc. in Andaman and Nicobar Islands Institute of Medical Sciences (ANIIMS) under the Society Andaman and Nicobar Islands Medical Education and Research Society (ANIMERS), Port Blair is uploaded in the website of ANIIMS <http://andssw1.and.nic.in/aniims> as well as Andaman and Nicobar Administration <http://www.andaman.gov.in> inviting claims and objection if any from the stakeholders on the Draft Recruitment.

The Claims and objection if any may be submitted to the undersigned within 30 days from the date of publication of this Notice.

Note: No claims and objection will be entertained after completion of 30 days.


Director ANIIMS

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the , 2023.

NOTIFICATION

No.....(F.NO.1-216/ANIIMS/RR/Non Teaching Staffs/2021), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation,President of General Body (The Lieutenant Governor (Administrator), Andaman and Nicobar Islands) hereby make the following Rules regulating the method of recruitment to the posts of **Technician, Dissection Hall Attendant, Store Keeper Cum Computer Operator, Laboratory Attendant, Stenographer Cum Computer Operator, Record Clerk, TB & Chest Diseases Health Visitor, Refractionist, Dark Room Assistant, Radiographic Technician, Dental Technician, Workshop Worker, Multi Rehabilitation Therapist, Coding Clerk, Daftary, Photographer, Artist Modellers, Technician (Audio Visual & Photography)** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Technician, Dissection Hall Attendant, Store Keeper Cum Computer Operator, Laboratory Attendant, Stenographer Cum Computer Operator, Record Clerk, TB & Chest Diseases Health Visitor, Refractionist, Dark Room Assistant, Radiographic Technician, Dental Technician, Workshop Worker, Multi Rehabilitation Therapist, Coding Clerk, Daftary, Photographer, Artist Modellers, Technician (Audio Visual & Photography)** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to XVIII annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Contd.....2/-

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

ANNEXURE -I

DRAFTRECRUITMENT RULES FOR THE POST OF TECHNICIAN IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Technician
2.	No. of post	09* (Nine) 2023*(Subject to variation depending on work load).
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 5 (Rs.29200-92300)
5.	Whether Selection or Non- Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ B.Sc. in Medical Lab Technology (three years course) from a recognized Institute/University. ➤ Computer Knowledge. Desirable Two Years experience in the relevant filed from a recognized Hospital.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -II

DRAFTRECRUITMENT RULES FOR THE POST OF DISSECTION HALL ATTENDANT IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Dissection Hall Attendant
2.	No. of post	04* (Four) 2023*(Subject to variation depending on work load).
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 1 (Rs. 18,000-56,900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ 10+2 or equivalent with one year experience in the concerned department Or ➤ 10 th Pass with three year experience in the concerned department.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -III

**DRAFTRECRUITMENT RULES FOR THE POST OF STORE KEEPER CUM
COMPUTER OPERATOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE
OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Store Keeper Cum Clerk Cum Computer Operator
2.	No. of post	22* (Twenty Two) 2023*(Subject to variation depending on work load).
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 4 (Rs.25500-81100)
5.	Whether Selection or Non-Selection post?	Selection
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ XII (Senior School certificate examination) passed from recognized Board/Institute / University ➤ One year Diploma in Computer application. Desirable <ul style="list-style-type: none"> ➤ Six Months Diploma in Material Management/Store Management.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation <ol style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Deputy Director (Admin) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -IV

**DRAFTRECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDENT
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Laboratory Attendant
2.	No. of post	25* (Twenty Five) 2023*(Subject to variation depending on work load).
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 1 (Rs.18000-56900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ XII (Senior School certificate examination) passed from recognized Board/Institute/University with Science Subjects➤ Diploma in Medical Lab Technology 02 Years' experience in relevant field.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ul style="list-style-type: none">1. Director ANIIMS - Chairman2. Medical Superintendent - Member3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -V

**DRAFT RECRUITMENT RULES FOR THE POST OF STENOGRAPHER CUM
COMPUTER OPERATOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE
OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Stenographer Cum Computer Operator
2.	No. of post	15* (Fifteen) 2023*(Subject to variation depending on work load).
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 4 (Rs.25500-81100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Pass in Senior School Certificate Examination (XII Std) or equivalent from a recognized Board/University. ➤ Graduate degree of recognized University or equivalent with computer knowledge. ➤ A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 w.p.m and 30 w. p. m correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depression for each word) and short hand in English (Higher)
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation <ol style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Deputy Director (Admin) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -VI

**DRAFTRECRUITMENT RULES FOR THE POST OF RECORD CLERK IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Record Clerk
2.	No. of post	18* (Eighteen) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 2 (Rs.19900-63200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Bachelor’s degree of any recognized university/institution or equivalent. ➤ Computer knowledge ➤ Type writing English lower Desirable: Training in Medical Records training course.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Deputy Director (Admin) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -VII

**DRAFTRECRUITMENT RULES FOR THE POST OF TB & CHEST DISEASE
HEALTH VISITOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF
MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	TB & Chest Disease Health Visitor
2.	No. of post	02* (Two) 2023 *(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 5 (Rs. 29200-92300)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ B.Sc. (Hons) Nursing from a recognized Institute/University Or ➤ Diploma in Nursing with 2 years of relevant experience
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE- VIII

DRAFTRECRUITMENT RULES FOR THE POST OF REFRACTIONIST IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Refractionist
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 5 (Rs. 29200-92300)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Higher Secondary or equivalent. ➤ Diploma in Refractionist course with 2 years experience as a Refractionist in a recognized Hospital. Desirable: <ul style="list-style-type: none"> ➤ B.Sc. Optometry.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent – Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-IX**DRAFT RECRUITMENT RULES FOR THE POST OF DARK ROOM ASSISTANT
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Dark Room Assistant
2.	No. of post	03* (Three) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -5 (Rs. 29200-92300)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ 12th pass from a recognized university.➤ Diploma in Radiography from a recognized institution with 1 year experience.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-X

**DRAFTRECRUITMENT RULES FOR THE POST OF RADIOGRAPHIC
TECHNICIAN IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF
MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Radiographic Technician
2.	No. of post	05* (Five) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -5 (Rs. 29200-92300)
5.	Whether Selection or Non- Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ B.Sc. (Hons) (3 years course) in Radiography/Radiology from a recognized University /Institution. or ➤ Diploma in Radiography/Radiology from a recognized institution with 2 years' experience. Desired: <ul style="list-style-type: none"> ➤ Ability to use computers - Hands on experience in office applications,spread sheets and presentations
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XI

**DRAFT RECRUITMENT RULES FOR THE POST OF DENTAL TECHNICIAN IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Dental Technician
2.	No. of post	03* (Three) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -5 (Rs. 29200-92300)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ 10+2 with Science Stream from a recognized University/ Board.➤ Diploma (minimum 2 years duration) from a recognized Institution in Dental Hygiene; or Dental Mechanic; or Maxillo-facial prosthesis and Orthodontic appliances.➤ Registered as Dental Hygienist/ Dental Mechanic with the Dental Council of India.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XII

**DRAFT RECRUITMENT RULES FOR THE POST OF WORKSHOP WORKER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Workshop Worker
2.	No. of post	06* (Six) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -1 (Rs.18000-56900)
5.	Whether Selection or Non- Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Matriculation or equivalent pass from a recognized Board and ➤ Diploma or certificate course from Industrial Training Institute in shoe making or leather surgical shoe and leather molding from a recognized institute <p style="text-align: center;">OR</p> <p>Diploma or Certificate from Industrial training Institute in tailoring or sewing from a recognized Institute.</p> <p style="text-align: center;">OR</p> <p>Diploma in Prosthetic and Orthotic from a government Institute or Institute recognized by Rehabilitation Council of India.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Deputy Director (Admin) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

DRAFTRECRUITMENT RULES FOR THE POST OF MULTI REHABILITATION THERAPIST IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR

1.	Name of post	Multi Rehabilitation Therapist
2.	No. of post	04* (Four) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (Rs. 25500-81100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Bachelor's Degree in Physiotherapy from a recognized Institute / University with 2 years' experienceOr➤ Diploma in Rehabilitation with 5 years' experience.➤ Registered with the Physiotherapy council
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XIV

**DRAFT RECRUITMENT RULES FOR THE POST OF CODING CLERK IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Coding Clerk
2.	No. of post	04* (Four) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -2 (Rs.19900-63200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ 10+2 from a recognized board with at least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute / University and 02 years' experience in Medical Record Keeping in a Hospital Setup. <li style="text-align: center;">And ➤ Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation <ul style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Deputy Director (Admin) - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XV

DRAFT RECRUITMENT RULES FOR THE POST OF DAFTARY IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Daftary
2.	No. of post	04* (Four) 2023 *(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -1 (Rs. 18000-56900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ X / XII from a recognized University/ Board
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Assistant Director (Admin)- Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XVI

**DRAFT RECRUITMENT RULES FOR THE POST OF PHOTOGRAPHER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Photographer
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (Rs. 25500-81100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- 1. Higher Secondary Certificate or its equivalent. 2. Diploma in Photography/Commercial Photography/Cinematography of a recognized Institute/university or equivalent. 3. Computer Knowledge.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Assistant Director (Admin) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XVII

**DRAFT RECRUITMENT RULES FOR THE POST OF ARTIST MODELLERS
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Artist Modellers
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (Rs.25,500- 81,100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Diploma/Certificate in Fine Arts/ Commercial Arts/Modeling from a recognized Institution/University With 2 years' experience in Illustration and modelling, in the concerned department. <p style="text-align: center;">Or</p> <ul style="list-style-type: none">➤ Matriculation / equivalent with 5 years' Experience in the concerned department of a Medical College. Desirable: <ul style="list-style-type: none">➤ Degree in Graphic Design, preferably Qualification in education, media and communication.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 4. Director ANIIMS - Chairman 5. Medical Superintendent - Member 1. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XVIII

DRAFTRECRUITMENT RULES FOR THE POST OF TECHNICIAN (AUDIO VISUAL & PHOTOGRAPHY) IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Technician (Audio Visual & Photography)
2.	No. of post	03* (Three) 2023 *(Audio Visual – 2Nos., Photographer – 01) (Subject to variation depending on work load)
3.	Classification	Group C Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -04 (Rs.25,500- 81,100)
5.	Whether Selection or Non- Selection post?	Not applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- Audio Visual:- <ol style="list-style-type: none"> 1. XII passed certificate from a recognized Institution/Board. 2. Two years ITI Trade certificate in electronics /03 year Diploma in ECE /03 year Diploma in EEE from recognized Institute. 3. Two Years experience in handling and maintenance of Audio Visual equipments. Photographer :- <ol style="list-style-type: none"> 1. Higher Secondary Certificate or its equivalent. 2. Diploma in Photography from a recognized Institute/university or equivalent. 4. Two years experience in handling and maintenance of Photography equipments.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS Chairman 2. Medical Superintendent Member 3. Assistant Director (Admin)- Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
 ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
 अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
 ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the , 2023.

NOTIFICATION

No..... (F.NO.1-216/ANIIMS/RR/Non Teaching Staffs/2021), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation,President of General Body (The Lieutenant Governor (Administrator), Andaman and Nicobar Islands) hereby make the following Rules regulating the method of recruitment to the posts of **Medical Social Worker, Psychiatry Social Worker, Child Psychologist, Health Educator, Social Worker, Audiometric Technician, Speech Therapist, Occupational Therapist, Dental Technician, Public Health Nurse, Clinical Psychologist, Medico Social Worker, Vocation Counsellor, Medical Record Officer, Statistician** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Medical Social Worker, Psychiatry Social Worker, Child Psychologist, Health Educator, Social Worker, Audiometric Technician, Speech Therapist, Occupational Therapist, Dental Technician, Public Health Nurse, Clinical Psychologist, Medico Social Worker, Vocation Counsellor, Medical Record Officer, Statistician** Recruitment Rules, 2023.

- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to XV annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
 (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Contd.....2/-

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

ANNEXURE-I

**DRAFTRECRUITMENT RULES FOR THE POST OF MEDICAL SOCIAL WORKER
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Medical Social Worker
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load).
3.	Classification	Group BNon Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs.35400 -112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Master's Degree in Psychology/ Sociology/Social work from a recognized Institute. ➤ Two Year experience as a MSW in a recognized hospital. Desirable: <ul style="list-style-type: none"> ➤ Ability to use computers- on Experience in office applications spread sheets and presentations.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE - II

DRAFTRECRUITMENT RULES FOR THE POST OF PSYCHIATRY SOCIAL
WORKERIN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL
SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Psychiatry Social Worker
2.	No. of post	02* (Two) 2023*(Subject to variation depending on work load)
3.	Classification	Group BNon Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ Master’s degree in Psychology/ Sociology/Social Work from a recognized Institute / University Desirable: ➤ Two years experience as a MSW in a recognized hospital.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-III

**DRAFTRECRUITMENT RULES FOR THE POST OF CHILD PSYCHIOLOGIST
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Child Psychologist
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ MA/MSc. in Psychology with M.Phil in Clinical Psychology. and ➤ At least 2 years experience in Clinical Psychology. Desirable:- <ul style="list-style-type: none"> ➤ Ph.D. in Clinical Psychology from recognized University / Institution.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-IV**DRAFT RECRUITMENT RULES FOR THE POST OF MEDICO SOCIAL WORKER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	MEDICO SOCIAL WORKER
2.	No. of post	01* (One), 2023 (Subject to variation depending on work load).
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ MA (Social Work)/ MSW, with specialization in medical social work, from a recognized University/Institutions.➤ 5 years Experience in a government or private sector hospital of minimum 500 beds in line with welfare or health Agency, preferably dealing with Medical/Public Health Service Desirable: Ability to use computers- on Experience in office applications spread sheets and presentations.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ul style="list-style-type: none">1. Director ANIIMS - Chairman2. Medical Superintendent - Member3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-V

DRAFT RECRUITMENT RULES FOR THE POST OF HEALTH EDUCATOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Health Educator
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ol style="list-style-type: none"> Bachelor Degree in Botany/Zoology/Home Science/Nutrition/Chemistry/Social Science /Social Anthropology (10+2+3 system) from a recognized University or equivalent. Diploma in Health Education from a recognized university. Desirable: <ul style="list-style-type: none"> ➤ Master's Degree in any one of the subject detailed under col.7(i) from a recognized University.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> Director ANIIMS - Chairman Medical Superintendent – Member Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-VI**DRAFTRECRUITMENT RULES FOR THE POST OF SOCIAL WORKER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Social Worker
2.	No. of post	03* (Three) 2023*(Subject to variation depending on work load)
3.	Classification	Group BNon Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ Master's degree in Psychology/ Sociology/Social Work from a recognized Institute / University Desirable: ➤ Two years experience as a MSW in a recognized hospital.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE -VII

**DRAFTRECRUITMENT RULES FOR THE POST OF AUDIOMETRY TECHNICIAN
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Audiometry Technician
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group BNon Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ B.Sc. Degree in speech and hearing from a recognized institute/university. Desirable:- ➤ B.Sc. (Hons.) in speech and hearing ➤ Clinical Experience in a hospital (ENT).
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE- VIII

**DRAFT RECRUITMENT RULES FOR THE POST OF SPEECH THERAPIST IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Speech Therapist
2.	No. of post	02* (Two) 2023*(Subject to variation depending on work load)
3.	Classification	Group BNon Ministerial(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ B.Sc. Degree in Speech and Hearing from a recognized Institution/University. Desirable: ➤ M.Sc. in Speech and Hearing ➤ Clinical experience in a hospital in the field.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-IX

**DRAFT RECRUITMENT RULES FOR THE POST OF OCCUPATIONAL THERAPIST
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Occupational Therapists
2.	No. of post	02* (Two) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ 10+2 in science (PCB)➤ Bachelor Degree in Occupational Therapy from a recognized institution with 02 year experience.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ul style="list-style-type: none">1. Director ANIIMS - Chairman2. Medical Superintendent - Member3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-X**DRAFT RECRUITMENT RULES FOR THE POST OF PROSTHETIC AND ORTHOTIC TECH IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Prosthetic and Orthotic Tech
2.	No. of post	02* (Two) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (Rs.35400- 112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Bachelor's degree in Orthotics and Prosthetic from a recognized institution. (OR) <ul style="list-style-type: none">➤ Diploma in Orthotics and Prosthetics or from a recognized Institution or equivalent with two years experience in an Orthotic and Prosthetic workshop.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ul style="list-style-type: none">1. Director ANIIMS - Chairman2. Medical Superintendent - Member3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XI

**DRAFTRECRUITMENT RULES FOR THE POST OF PUBLIC HEALTH NURSE /
REHABILITATION NURSE IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE
OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Public Health Nurse / Rehabilitation Nurse
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -7 (Rs. 44900-142400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- BSc. (Hons) Nursing from a recognized Institute University + 2 years of relevant experience
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

**DRAFT RECRUITMENT RULES FOR THE POST OF CLINICAL PSYCHOLOGIST
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Clinical Psychologist
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Master's degree in Psychology of a recognized University or equivalent. ➤ Diploma in Medical social Psychology of a recognized university or equivalent/M. Phil in Clinical psychologist or Diploma in Medical and Social Psychologist from a recognized institute or equivalent. ➤ Three years experience of child guidance including one year experience in a child psychology unit/Three years experience in Medical and Social Psychologist in a recognized Unit.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XIII

**DRAFTRECRUITMENT RULES FOR THE POST OF VOCATION COUNSELLOR
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Vocation Counselor
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (Rs.35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Post graduate degree in Psychology from a recognized Institution / University ➤ Post Graduate Diploma in Rehabilitation Psychology / Vocational Counseling / Vocational Guidance and Training / Vocational Rehabilitation from a recognized institution / university ➤ 3 years' experience in the rehabilitation of the orthopedically handicapped in a recognized institution / hospital
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Medical Superintendent - Member 3. Registrar - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

ANNEXURE-XIV

**DRAFT RECRUITMENT RULES FOR THE POST OF MEDICAL RECORD OFFICER
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Medical Record Officer
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -7 (Rs. 44900-142400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Bachelor's Degree preferable with Science & Recognized University or Equivalent.➤ Should have done one year course in Medical Record from recognized Institution.➤ Not less than 5 years of experience in organizing and maintenance of Medical records in a not less than 200 Bedded Medical Hospital/institute.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation <ol style="list-style-type: none">1. Secretary (Health) Chairman2. Directorate of Health Services Member3. Director ANIIMS Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

**DRAFT RECRUITMENT RULES FOR THE POST OF STATISTICIAN IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Statistician
2.	No. of post	01* (One) 2023*(Subject to variation depending on work load)
3.	Classification	Group B Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (Rs. 35400-112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Master's degree in statistics. ➤ Familiarity with standard Electronic Statistical Software. Desirable: <ul style="list-style-type: none"> ➤ Experience in health statistics for 2 years.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	DPC for confirmation <ol style="list-style-type: none"> 1. Secretary (Health) Chairman 2. Directorate of Health Services Member 3. Director ANIIMS Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the, 2023.

NOTIFICATION

No..... F.No.1-39/Framing RR/Admin Staff/ANIIMS/2020 In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of recruitment to the posts of **Deputy Director (Admn.), Executive Officer, Assistant Director (Admn), Office Superintendent, Head Clerk/Assistant-in-Charge** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **(Deputy Director (Admn.), Executive Officer, Assistant Director (Admn), Office Superintendent, Head Clerk/Assistant-in-Charge)** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to V annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 14 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands.
(President, General Body (ANIMERS))**

By order and in the name of Lieutenant Governor

Director, ANIIMS

SCHEDULE -I

DRAFT RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (Admn.) IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Deputy Director (Admn.)
2.	No. of post	01 (One) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -9 (53100- 167800)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 Years
7.	Educational and other qualifications required for direct recruitment	➤ Bachelor degree in any stream from a recognized University.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	Deputation/ short term contract//Promotion failing which By direct Recruitment
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p><u>By Promotion</u> Assistant Director (Admn)/ Office Superintendent in Level-7 (47600-151100) of Pay Matrix or equivalent with 03 years regular service in the grade.</p> <p><u>Note:</u> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/eligibility service.</p> <p><u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p>

		<p><u>By Deputation</u></p> <ol style="list-style-type: none"> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Officers of the Central/State Govt./UTs in level 07 (47600-151100) 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. <p><u>Short Term Contract</u></p> <ol style="list-style-type: none"> 1. From retired Deputy Secretary/Deputy Director of the Central/State Govt./ UTs having good administrative experience. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 2. From Retired Officers of the Central/ State Govt./ UTs in level 07 (47600-151100) of the pay Matrix or equivalent with Three (03) years regular service in the grade before retirement and having good Administrative experience. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 3. From Retired Assistant Secretary/ Administrative Officer/Assistant Director/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. <p><u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 2:</u> The minimum educational qualification of appointment on short term contract shall be Graduate in any discipline.</p> <p><u>Note 3:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications for retired Government Servant.</p>
12.	If a DPC exists, what are its compositions?	<ol style="list-style-type: none"> 1 Chief Secretary A&N Administration chairman 2 Secretary (Health) Member 3 Director (ANIIMS) Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule –I

SCHEDULE –I

Duties & Responsibilities of Deputy Director:-

The deputy Director shall work under the control of the Director.

1. All establishment related matters.
2. Recruitment of teaching and Non-teaching staffs.
3. All legal issues.
4. All matters pertaining to the estate of the Society.
5. Liaison with extramural bodies.
6. All matters pertaining to purchase.
7. All works related to outsourcing of service.

SCHEDULE -II

DRAFT RECRUITMENT RULES FOR THE POST OF EXECUTIVE OFFICER IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR

1.	Name of post	EXECUTIVE OFFICER
2.	No. of post	01 (One)* 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'A' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -9 (53100- 167800)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 Years
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ Graduate in any discipline from recognized University. ➤ Proficiency in computer applications. ➤ 05 years of experience as Administrative Officer in Administration.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which by deputation/ short-term Contract.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p><u>By Deputation</u></p> <ol style="list-style-type: none"> Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. or 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 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. <p><u>Short Term Contract</u></p> <ol style="list-style-type: none"> From retired Executive Officer of the Central/State Govt./ UTs having good administrative experience. Or 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

		<p>retirement and having good Administrative experience.</p> <p style="text-align: center;">Or</p> <p>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.</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 2: The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE-I

Duties & Responsibilities of Executive Officer :-

The Executive Officer shall work under the control of the Member Secretary ANIMERS.

1. All establishment related matters of ANIMERS.
2. Conduction of Executive Council Meeting.
2. All legal issues pertain to Society ANIMERS .
3. All matters pertaining to the estate of the Society.
4. Liaison with extramural bodies.
5. All matters pertaining to purchase of ANIMERS.
6. All works related to outsourcing of service ANIIMS/ANIMERS .

SCHEDULE –III**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (Admn.) IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Assistant Director (Admn)
2.	No. of post	01 (One)* 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -7 (44900 - 142400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 Years
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation failing which short term contract failing both By Promotion
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>By Promotion</u> From the 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>Note:</u> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/eligibility service. <u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7 th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.

		<p><u>By Deputation</u></p> <p>1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department.</p> <p style="text-align: center;">or</p> <p>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.</p> <p style="text-align: center;">or</p> <p><u>Short Term Contract</u></p> <p>1 From the retired Assistant Secretary/ Assistant Director (Admn) of the Central/State Govt./ UTs having good administrative experience.</p> <p style="text-align: center;">Or</p> <p>2. 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.</p> <p><u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 2:</u> The maximum age limit for appointment on short term contract shall be not exceed 63 years as on the closing date of receipt of applications for retired Government Servant.</p>
12.	If a DPC exists, what are its compositions?	<p>DPC for Promotion</p> <p>1.Chief Secretary, A&N Administration Chairman</p> <p>2 Secretary (Health) Member</p> <p>3 Director (ANIIMS) Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -III

Annexure to Schedule - III

The duties of the Assistant Director (Admn) are given below:-

- 1 Maintenance of Service books, leave registers etc of all staffs.
- 2 Assisting the Director/Deputy Director for recruitment of teaching and Non-teaching staffs.
3. General Administration of the Institution.

SCHEDULE –IV

DRAFT RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Office Superintendent
2.	No. of post	01 (One) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group ‘B’ (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (35400 - 112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation/ Short-term Contract Failing which by promotion
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p><u>By Promotion</u></p> <p>From the Head Clerk/Assistant-in-Charge/Higher Grade Clerk in the Level of 6 (35400-112400) of Pay Matrix or equivalent with 03 years regular service in the grade.</p> <p><u>Note:</u> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/eligibility service.</p> <p><u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p>

		<p><u>By Deputation</u> Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department.</p> <p>or</p> <p>Head Clerk/Assistant-in-Charge/Higher Grade Clerk in the Level of 6 (` 35400-112400) of Pay Matrix or equivalent with 03 years regular service in the grade.</p> <p>or</p> <p><u>Short Term Contract</u></p> <p>1. From the retired Office Superintendent/Head Clerk/AIC of the Central/State Govt./ UTs having good Administrative Experience.</p> <p>Or</p> <p>2. From the retired Officers of the Central/ State Govt./ UTs in level 06 (35400-112400) of the pay Matrix or equivalent with three (03) years regular service in the grade before retirement and having good Administrative experience.</p> <p><u>Note 1:</u> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 2:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	<p>DPC for Promotion</p> <ol style="list-style-type: none"> 1. Secretary (Health)- Chairman 2. Director (ANIIMS) – Member 3. Deputy Director (Admin) – Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -IV

The duties of the Office Superintendent given below:-

They are in-charge of a Section besides the specific duties that may be assigned to the Section Officer by general or special orders, their general duties will be –

1. To see that the Section Office is kept neat and tidy and that files, papers etc. are arranged in an orderly manner.
2. To see to the maintenance of discipline and punctuality in attendance of the staff in the Section/Office.
3. To see to the training of Clerk under him.
4. To see that the Attendance Register is maintained correctly and submitted to the Branch Officer in due time.
5. To maintain an up-to-date distribution list of work among the dealing Clerk in the section/office and to see that the work of Section /office is uniformly distributed among the staff in the Section/Office for distribution of work among the Clerk, he will assess the ability of each Clerk to handle different kinds of jobs.
6. To make arrangement for the disposal of work entrusted to a Dealing Clerk during his absence.
7. To submit to the Branch Officer all receipts and files at dak stage unless there are instruction to the contrary.
8. To keep a careful watch on any hold up in the movement of dak between the Section/office and higher offices.
9. To mark in the receipts in the name of Dealing Clerks in the Section/Office and to give directions to the dealing Clerk for disposal.
10. To deal with important or complex receipts or cases himself.
11. To scrutinize the notes and drafts of dealing Clerk for correctness and accuracy and add him own remarks or suggestion where necessary before submitting the case to the higher officers.
12. To deal with such cases himself as may be required by higher officers.
13. To give priority marking on dak, draft letters etc. and to remove or revise such marking as and when necessary.
14. To make a draft for 'issue' after it has been approved and to give priority marking on it.
15. To given special instructions, where necessary, on the draft as to the manner of its issue e.g "By Registered Post", Insured cover etc.
16. To see that all routine duties including maintenance of Registers etc. are carried out promptly and thoroughly.
17. To see that all Manual, Rules etc. of the Section are kept up-to-date by inserting latest correction slips.
18. Any other works assigned by the Superior Officer from time to time.

SCHEDULE –V**DRAFT RECRUITMENT RULES FOR THE POST OF HEAD CLERK/ASSISTANT-IN-CHARGE IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Head Clerk/ Assistant-in-Charge
2.	No. of post	04 (Four) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -6 (35400 - 112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation/ Short-term Contract failing which By promotion
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>By Promotion</u> From Higher Grade Clerk in Level of 4 (25500-81100) of Pay Matrix or equivalent with 10 years 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. <u>Note:</u> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/eligibility service. <u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7 th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay

		<p>Commission.</p> <p><u>By Deputation</u> Officers of the Central/State Govt./ UTsholding analogous posts on regular basis in the parents cadre/ department.</p> <p>or</p> <p>Higher Grade Clerk in the Level of 4 (25500-81100) of Pay Matrix or equivalent with 10 years regular service in the gradeor 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.</p> <p>Or</p> <p><u>Short Term Contract</u></p> <p>1. From the retired Head Clerk/AIC/Higher Grade Clerk of the Central/State Govt./ UTs having good Administrative Experience.</p> <p>Or</p> <p>2. From the retired Officers of the Central/ State Govt./ UTs in level 05 (29200-92300) of the pay Matrix or equivalent with six (06) years regular service in the grade before retirement and having good Administrative experience.</p> <p>Or</p> <p>3. From the retired Officers of the Central/ State Govt./ UTs in level 04 (25500-81100) of the pay Matrix or equivalent with ten (10) years regular service in the grade before retirement and having good Administrative experience.</p> <p><u>Note 1:</u> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 2:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	<p>DPC for Promotion</p> <p>1. Directorate of Health - Chairman</p> <p>2. Director (ANIIMS)- Member</p> <p>3. Deputy Director (Admin)- Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -V

Annexure to Schedule - V

The duties of Head Clerk/Assistant In-charge/Assistant while functioning as a Dealing Clerk shall be:

1. Where the post of Office Superintendent exists, the Head Clerks deals with sensitive and complex nature of work regarding appointment, promotion, court cases, planning, budget and accounts etc. as may be assigned by and under close supervision of Office Superintendent;
2. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt showing therein within 3 days of the receipt of such receipts;
3. To examine cases in the light of instructions if any given or line of action indicated by his Section Officer or Higher Officer;
4. To seek assistance of Section Officer or Higher Officers for the disposal work entrusted to him in case of difficulties;
5. To examine promptly all receipts marked to him and to submit them on the due required dates;
6. To put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
7. To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days;
8. To maintain a Suspense and Reminder Dairy for taking action on due dates. It should be checked by the Dealing Clerk at the beginning of each working day;
9. To take prompt action regarding recording of cases;
10. To keep papers and files in a tidy condition;
11. To maintain a list of files he deals with and watch their movements, if the file is held up at any level for any unduly long period;
12. To comply with the instructions of Section Officer or any higher Officer;
13. To maintain properly the standing guard file and other registers;

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the, 2023.

NOTIFICATION

No.....(F.NO.1-39/Framing RR/Admin Staff/ANIIMS/2020) In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of recruitment to the posts of (**Higher Grade Clerk, Lower Grade Clerk and MTS Multi-Tasking Staff**)borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Higher Grade Clerk, Lower Grade Clerk and MTS (Multi-Tasking Staff)** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I and III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 14 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the Central Government from time to time in this regard.

Admiral D K Joshi
Lt. Governor, A&N Islands.
(President, General Body (ANIMERS))

By order and in the name of Lieutenant Governor

Sd/-
Director ANIIMS

SCHEDULE -III**DRAFT RECRUITMENT RULES FOR THE POST OF HIGHER GRADE CLERK IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Higher Grade Clerk
2.	No. of post	06 (Six) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (25500 - 81100)
5.	Whether Selection or Non- Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 Years
7.	Educational and other qualifications required for direct recruitment	Essential 1. Degree from a recognized university 2. Diploma in computer Application 3. A typing speed of 35 w.p.m in English or 30 w.p.m in hindi on computer (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word).
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation/ Promotion / by Direct Recruitment/ failing which by Short-term Contract.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>By Promotion</u> From Lower Grade Clerk in Level 2 (19900-63200) of Pay Matrix or equivalent with 08 years regular service in the grade. <u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7 th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission. <u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7 th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission. <u>By Deputation</u> 1. Officers of the Central/State Govt./

		<p>UTsholding analogous posts on regular basis in the parents cadre/ department.</p> <p>or</p> <p>2. Lower Grade Clerk in the Level 2 (19900-63200) of Pay Matrix or equivalent with 08 years regular service in the grade.</p> <p><u>Short Term Contract</u></p> <p>From the retired Officers of the Central/ State Govt./ UTs in Level 04 (25500-81100) of the pay Matrix or equivalent having good Administrative experience.</p> <p><u>Note 1:</u> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 2:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	<p>DPC for Promotion and Confirmation</p> <ol style="list-style-type: none"> 1. Directorate of Health Services Chairman 2. Director ANIIMS – Member 3. Deputy Director (Admin)- Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule –III

ANNEXURE TO SCHEDULE -III

JOB DESCRIPTION FOR THE POST OF HIGHER GRADE CLERK

The duties of HGC (Dealing Clerk) shall be -

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the section Diary for each receipts shown therein within 3 days of the receipt of such receipts;
2. To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer;
3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him in case of difficulties;
4. To examine promptly all receipts marked to him and to submit them on the dues required dates;
5. To put up cases after examination to the Section Officer on the dates required and where no date in specified within 3 days of the receipt of the cases;
6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days;
7. To remain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the Dealing Clerk at the beginning of each working day;
8. To take prompt action regarding recording of cases;
9. To keep papers and files in a tidy condition;
10. To remain a list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period.
11. To comply with the instructions of the Section Officer or any Higher Officer;
12. To remain properly the standing guard file and other registers;
13. To attend to such other work as may be assigned to him by the Section Officer or any Higher Officer;
14. To utilize computer for office work.

SCHEDULE –II**DRAFT RECRUITMENT RULES FOR THE POST OF LOWER GRADE CLERK IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Lower Grade Clerk
2.	No. of post	08 (Eight)* 2023 *(Subject to variation dependent on workload)
3.	Classification	Group ‘C’ (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -2 (19900- 63200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Pass in a Senior School Certificate Examination (XIIth Std) or equivalent from a recognized University. Should qualify the written competitive examination conducted by the A&N Administration/SSC/ANIMERS/Autonomous Body. ➤ A typing speed of 35 w.p.m in English or 30 w.p.m in hindi on computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word). Desirable :- <ul style="list-style-type: none"> ➤ Computer Education.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years for direct recruitment.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12	If a DPC exists, what are its compositions?	Group ‘C’ DPC for Confirmation <ol style="list-style-type: none"> 1. Director ANIIMS - Chairman 2. Deputy Director (Admin)- Member 3. Assistant Director (Admin) –Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14	Job Description	Attached Annexure to Schedule -II

ANNEXURE TO SHEDULE - II

JOB DESCRIPTION FOR THE POST OF LOWER GRADE CLERK

The following are the duties of the lower grade clerks entrusted with the diarizing work:-

1. To place all receipts on the Section Officer's table as and when received;
2. To submit to the officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage, as directed;
3. To bring to the notice of the Section Officer any papers cases which are not received back from the officers to whom those papers cases were sent earlier at dak stage for perusal and return;
4. To enter receipts /cases to the Section Diary;
5. To distribute the receipt/cases to Dealing Clerks to whom they have been marked, after obtaining the initials of the respective dealing clerks in the Section Diary itself;
6. To enter file number in Section Diary against each entry by noting from the Day Books of the Dealing Clerks concerned;
7. To bring to the notice of the Section Officer, all entries in the Section Diary, against which file number could not be noted for want of information from the Dealing Clerks;
8. To maintain File Register up-to-date;
9. To maintain File Movement Register;
10. To maintain a list of address of the Staff working in the Section Office;
11. To prepare monthly indent for stationary articles and to arrange for its collection from the Stationary clerk;
12. To arrange supply of a stationary articles to the staff in the Section/Office through the Daftry/Peon;
13. To maintain proper maintenance of records in the section;
14. To trace out old files records as may be required by Dealing Clerks, with the help of Daftry/Peon attached to the Section/Office;
15. To maintain casual leave account of the staff working in the Section/Office under the personal supervision of the Section Officer;
16. To attend to routine typing and comparison work a may be required by the Section Officer;
17. To deal with routine receipts and files;
18. To keep Section/Office Library, if any, in proper order;
19. To maintain a Register of publications received in the Section/Office from time to time and to distribute them (including reference Books) to the Staff Officers as and when required;
20. To initiate action for preparation of weekly Arrears Statements and Monthly Statements of case pending disposal for over a month;
21. Circulation of papers among the members of the staff in the Section/Office and its recording;
22. To maintain a list of Departments/Offices under the A & N Administration;
23. Correction to reference books; and
24. To attend to such other items of work as may be entrusted by the Section Officer or Higher Officer.

**THE FOLLOWING ARE THE DUTIES OF LOWER GRADE CLERK
ENTRUSTED (TYPIST)**

25. To type all matters marked to him/her by word processing in computer.
26. To maintain worksheet in the prescribed form;
27. To report Section Officer regarding the position of unfinished work at the end of the day;
28. To observe the instructions issued from time to time for the guidance of typists;
29. In case typing works are entrusted ,
 - (i) The Monitor, Key Board, CPU, UPS and Printer etc. should be thoroughly dusted every morning before work commences.
 - (i) After office hours, when the Computer is not in use, the computer should be switched off properly and covered.

SCHEDULE -III**DRAFT RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	MULTI-TASKING STAFF
2.	No. of post	63 (Sixty Three) * 2023 ANIIMS 62 Posts and ANIMERS 01 Post *(Subject to variation department on workload)
3.	Classification	Group 'C' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -1 (18000- 56900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant upto 5 years in accordance with the instruction or orders issued by the Central Govt.)
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ X standard Passed from a recognized board/ Institution. Desirable- ➤ Experience of working in a hospital/ medical college.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years for direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	Group C DPC for Confirmation 1. Director (ANIIMS) Chairman 2. Deputy Director (Admin) Member 3. Chief Accounts Officer Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -III

ANNEXURE TO SHEDULE - III

JOB DESCRIPTION FOR THE POST OF MULTI TASKING STAFF

01. Physical maintenance of records of the Section.
02. General cleanliness and up-keep of the Section / Office.
03. Carrying of files and other papers within the building.
04. Photocopying, sending of Fax etc.
05. Other non-clerical works in the Section/ Office.
06. Assisting in routine office works like diary, dispatch etc. including on Computer
07. Delivering of Dak (outside the building).
08. Watch and Ward duties
09. Opening and closing of rooms.
10. Dusting of furniture etc.
11. Work related to his ITI qualification, if it exists.
12. Driving of vehicles, if in possession of valid driving license.
13. Up-keep of parks, lawns, potted plants etc.
14. Any other assigned by the superior authority.

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 ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
 अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
 ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the _____, 2023.

NOTIFICATION

No..... F.NO.1-39/Framing RR/Admin Staff/ANIIMS/2020 In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of recruitment to the posts of **Private Secretary and Personal Assistant** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands (Private Secretary and Personal Assistant) Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to II annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 14 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the Central Government from time to time in this regard.

Admiral D K Joshi
Lt. Governor, A&N Islands.
(President, General Body (ANIMERS))

By order and in the name of Lieutenant Governor

Sd/-
Director ANIIMS

SCHEDULE -I

**DRAFT RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Private Secretary to Director ANIIMS
2.	No. of post	01 (One) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -07 (44900-142400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 Years
7.	Educational and other qualifications required for direct recruitment	Essential 1. Master degree in any discipline of recognized University/Institution. 2. Shorthand in English (Higher), Typing: English (Higher) Hindi (Lower) 3. Proficiency in computer applications. 4. 05 years' experience as personnel Assistant in the level -6
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	Deputation failing which Short-term Contract/ Promotion failing both by direct Recruitment
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>Promotion:</u> Personal Assistant in Level 6 (35400-112400) of the Pay Matrix or equivalent with five (05) years regular service in the grade <u>Note:</u> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/ eligibility service. <u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7 th CPC recommendations has been

		<p>extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u></p> <ol style="list-style-type: none"> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department or 2. Personal Assistant/Stenographer Gr-I/Stenographer Gr-II in Level 6 (35400-112400) of the Pay Matrix or equivalent with five (05) years regular service in the grade <p><u>Short Term Contract</u></p> <ol style="list-style-type: none"> 1. From the retired Private Secretary of the Central/State Govt./ UTs having good Administrative Experience. Or 2. From the retired Personal assistant of the Central/ State Govt./ UTs in level 06 of the pay Matrix or equivalent with five (05) years regular service in the grade before retirement and having good Administrative experience. <p><u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications</p> <p><u>Note 2:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	<p>DPC for promotion and Confirmation</p> <ol style="list-style-type: none"> 1. Secretary (Health) Chairman 2. DHS Member 3. Director ANIIMS Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -I

The duties of the Private Secretary are given below:-

The Private Secretary shall work under the control of the designated Officer.

The duties will include:

- 1 Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointment, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
- 2 Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
- 3 Exercising skills in human relation and be cordial with the person who come in contact with the assigned superior Officer.
- 4 Fixing up appointments.
- 5 Screening the telephone calls and the visitors in tactful manner.
- 6 Keeping in accurate list of engagements, meeting etc., and reminding the officer sufficiently in advance of the same.
- 7 Maintaining in proper order, the paper required to be retained by the Officer.
- 8 Keeping a note of the movement of files seen by the Officer and other Officers.
- 9 Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
- 10 Carrying out the correction to the officer' reference books and making fair copies of draft demi official letters to be signed by the Officer.
- 11 Generally assisting him such a manner as he may direct and at the same time.
- 12 Indenting stationery and stores and maintaining inventory.
- 13 Any other duties that may be assigned from time to time by the superior.

SCHEDULE -II**DRAFT RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMS, PORT BLAIR**

1.	Name of post	Personal Assistant
2.	No. of post	01 (One) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'B' Non Ministerial (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 06 (35400- 112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Maximum age limit shall not exceed 35 years
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Bachelor Degree from recognized University.➤ Proficiency in computer applications.➤ Short hand in English (Higher), Typing English (Higher) and Hindi (Lower)➤ 02 year experience in office work in an education institution/Govt Office
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	Deputation failing which by direct Recruitment
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>Deputation:</u> <ol style="list-style-type: none">1. Officers of the Central/State Govt./ UTsholding analogous posts on regular basis in the parents cadre/ departmentor2. Stenographer (OG) of amalgamated stenographic cadre in the Level 5 (29200-92300) of the Pay Matrix or equivalent with five (05) years regular service in the gradeor3. Stenographer Gr-III/Stenographer O G) in Level 4 (25500-81100) of the Pay Matrix or equivalent with ten (10) years regular service in the grade.
12.	If a DPC exists, what are its compositions?	DPC for promotion and Confirmation <ol style="list-style-type: none">1. Secretary (Health) Chairman2. DHS Member3. Director ANIIMS Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -II

The duties of the Personal Assistant are given below:-

The Personal Assistant shall work under the control of the designated Officer.

The duties will include:

- 1 Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointment, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
- 2 Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
- 3 Exercising skills in human relation and be cordial with the person who come in contact with the assigned superior Officer.
- 4 Fixing up appointments.
- 5 Screening the telephone calls and the visitors in tactful manner.
- 6 Keeping in accurate list of engagements, meeting etc., and reminding the officer sufficiently in advance of the same.
- 7 Maintaining in proper order, the paper required to be retained by the Officer.
- 8 Keeping a note of the movement of files seen by the Officer and other Officers.
- 9 Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
- 10 Carrying out the correction to the officer' reference books and making fair copies of draft demi official letters to be signed by the Officer.
- 11 Indenting stationery and stores and maintaining inventory.
- 12 Any other duties that may be assigned from time to time by the superior.

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the 2023.

NOTIFICATION

No..... F.NO.1-39/Framing RR/Admin Staff/ANIIMS/2020 In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of recruitment to the posts of **Chief Accounts Officer, Assistant Accounts Officer and Senior Accountant** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands (**Chief Accounts Officer, Assistant Accounts Officer and Senior Accountant**) Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 14 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

: 2 :

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands.
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

DARFT RECRUITMENT RULES FOR THE POST OF CHIEF ACCOUNTS OFFICER IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Chief Accounts Officer
2.	No. of post	01 (One) * 2023 *(Subject to variation dependent on workload)
3.	Classification	Group 'A' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -11 (67700- 208700)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>Deputation:</u> 1. Officers of the Central/State Govt./ UTsholding analogous posts on regular basis in the parents cadre/ department or 2. Senior Accounts Officer in Level 10 (56100-177500) of the Pay Matrix or equivalent with two (02) years regular service in the grade or 3. Accounts Officer in Level 9 (53100-167800) of the Pay Matrix or equivalent with four (04) years regular service in the grade <u>Note:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications
12.	If a DPC exists, what are its compositions?	Not Applicable

13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -I

Annexure to Schedule - I

The duties of the Chief Accounts Officer are given below:-

The Chief Accounts officer will be in overall charge of Budget and Accounts Section in addition to the Internal Finance Section. The brief of duties are as under:

1. to ensure that the schedule for preparation of budget is adhered to by the Ministry and Budget is drawn up according to the instructions issued by Finance Ministry from time to time;
2. to scrutinize budget proposals thoroughly, before sending them to Ministry of Finance;
3. to see that complete departmental accounts are maintained in accordance with the requirement under the General Financial Rules. It should, in particulars, be ensured that the Ministry not only maintains account of expenditure against the Grants or Appropriate directly controlled by it but also obtain figures of the expenditure incurred by the subordinate office so that the Ministry has a complete month to month picture of the entire expenditure falling within its jurisdiction;
4. to watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to controlling authorities where the progress of expenditure is not even;
5. to ensure the proper maintenance of the Register of Liabilities and commitments as required under the GFRs to facilitate realistic preparation of budget estimates, watching of books debits and timely surrender of anticipated saving;
6. to screen the proposals for supplementary demands for grants;
7. to formulate the foreign exchange budget for the Ministry and to process individual cases for release for foreign exchange in accordance with the instruction issued by Department of Economics Affairs from time to time.
8. To advice the Administrative Ministry on all matters falling within the field of delegated
9. Any other works assigned by Superior Officers/Society from time to time.

SCHEDULE –II**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT ACCOUNTS OFFICER IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Assistant Accounts Officer
2.	No. of post	02 (Two) * 2023 ANIIMS 01 Post and ANIMERS 01 post *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 08 (47600- 151100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Upper age limit is 30 years
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none">➤ Bachelor Degree of recognized University or equivalent with commerce/accounts / mathematics as one of the subject.➤ 06 years of experience as Senior Accountant / Auditor. Desirable- <ul style="list-style-type: none">➤ CA / MBA (Finance) as regular candidate with 50% aggregate from recognized University.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Deputation/ By Promotion/ By Short term Contract failing which By direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Promotion: Senior Accountant/Senior Auditor/ in Level 6 (35400-112400) of the Pay Matrix or equivalent with six (06) years regular service in the grade Note: Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next Higher Grade along with their Juniors who have already completed such qualifying/ eligibility service.

		<p><u>Note:</u> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p> <p><u>Deputation:</u></p> <ol style="list-style-type: none"> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department or 2. Senior Accountant/Senior Auditor/ in Level 6 (35400-112400) of the Pay Matrix or equivalent with six (06) years regular service in the grade <p><u>Note:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications</p> <p><u>Short Term Contract</u></p> <ol style="list-style-type: none"> 1. Retired Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department or 2. 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 <p><u>Note:</u> The maximum age limit for appointment on short term contract shall be not exceed 62 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	<p>Group B DPC for Promotion/Confirmation</p> <ol style="list-style-type: none"> 1. Chief Secretary - Chairman 2. Secretary (Finance)- Member 3. Secretary (Health) - Member 4. Director ANIIMS –Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -II

Annexure to Schedule - II

The duties of the Assistant Accounts Officer are given below:-

1. To examine and submission of budget Estimates.
2. Submit the files/ proposals to CAO for financial concurrence/clearance.
3. To place all bills & estimates to Accounts Officers.
4. To supervise all Cash/Bank/Revenue/Accounts related work.
5. To examine and submit Audit Reports and Final Accounts of the society.
6. To enforce and execute the regulation and bye-laws, rules and order pertaining to Accounts/Revenue/Audit matters.
7. To supervise the collection.
8. Any other works assigned by Superior Officers/Society from time to time.

SCHEDULE –III**DRAFT RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTANT IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Senior Accountant
2.	No. of post	02 (Two)* 2023 ANIIMS 01 Post and ANIMERS 01 post *(Subject to variation dependent on workload)
3.	Classification	Group 'B' (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 06(35400- 112400)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Upper age limit is 30 years
7.	Educational and other qualifications required for direct recruitment	Essential- ➤ Bachelor Degree of recognized University or equivalent with commerce/accounts / mathematics as the main subject. Desirable- ➤ MBA (Finance) as regular candidate with 50% aggregate from recognized University.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 years in direct recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By deputation failing which By direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<u>Deputation:</u> 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department or 2. Accountant/Auditor in Level 5 (29200-92300) of the Pay Matrix or equivalent with three (03) years regular service in the grade. or 3. Higher Grade Clerk/Upper Divisional Clerk in the Level 4 (25500-81100) of the Pay matrix or equivalent with ten 10 years regular service in the grade. Note: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central

		Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
12.	If a DPC exists, what are its compositions?	Group C DPC for confirmation. 1. Secretary (Finance), A & N Admin – Chariman 2. Chief Account Officer- Member 3. Deputy Secretary (Law), A & N Admin-Member 4. Director ANIIMS - Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable
14.	Job Description	Attached Annexure to Schedule -III

Annexure to Schedule - III

The duties of the Senior Accountant are givenbelow:

- 1 To process the all claims related to staffs alongwith other contingent expenditure claim of the various departments of the A&N Administration.
- 2 To exercise general checks in respect of all bills submitted for pre-check and submit the same to AAO/CAO after making relevant entries.
- 3 To exercise check of sanction for expenditure in relation to financial rules, regulations and order issued by the competent authority.
- 4 Responsible for compilation of vouchers received form bank reports for accuracy and completeness.
- 5 To scrutinize the payment and Receipts.
- 6 Responsible for reconciliation of monthly accounts and submission of the same to AAO/CAO and RCS/other authorities.
- 7 Responsible for preparation of the annual and mid-year budgets.
- 8 Responsible for preparation and review budget, revenue, expense payroll entries, invoices and other accounting documents.
- 9 Responsible for maintaining GPF/NPS ledger, uploading of SCF in NPSCAN.
- 10 Responsible for issue of periodical increment certificate.
- 11 Attending Audit Para /C&AG para.
- 12 Other duties as assigned by the AAO/CAO /Society/Higher Authority.

DRAFT

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the

,2023.

NOTIFICATION

No.....,(F.NO.1-39/Framing RR-Faculty/ANIIMS/2020), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation,President of General Body (The Lieutenant Governor (Administrator), Andaman and Nicobar Islands) hereby make the following Rules regulating the method of recruitment to the posts of **Epidemiologist cum Assistant Professor, Statistician cum Assistant Professor, Maternity and Child Welfare Officer Cum Lecturer/ Assistant Professor, Antenatal Medical Officer cum Lecturer / Assistant Professor** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Epidemiologist cum Assistant Professor, Statistician cum Assistant Professor, Maternity and Child Welfare Officer Cum Lecturer/ Assistant Professor, Antenatal Medical Officer cum Lecturer / Assistant Professor** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to IV annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

: 2 :

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE I

DRAFT RECRUITMENT RULES FOR THE POST OF EPIDEMIOLOGIST CUM ASSISTANT PROFESSOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	EPIDEMIOLOGIST CUM ASSISTANT PROFESSOR
2.	No. of post	01 Posts (2023)* (Community Medicine 01) *(Subject to variation of depending on work load).
3.	Classification	Group 'A'(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 12 (78800-209200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 50 Years
7.	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <p>As post graduate qualification MD/DNB in the Community Medicineas per the MCI/NMC regulations.</p> <p>Experience:-</p> <p>1. One years of Senior Resident experience in Community Medicine in a recognized medical college.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age : No. Educational Qualification : Yes
9.	Period of probation, if any	01 Year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment, falling which by deputation/absorption.
11.	In case of recruitment deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis in the parent cadre/department</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three</p>

		years. ** Qualification/eligibility criteria applicable as per the guidelines/norms issued by MCI/NMC from time to time.
12.	If a DPC exists, what are its compositions?	For Confirmation i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council ii) Vice Chairman EC ANIMERS iii) Director ANIIMS iv) Member Secretary,ANIMERS
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE II

DRAFT RECRUITMENT RULES FOR THE POST OF STATISTICIAN CUM ASSISTANT PROFESSOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

14.	Name of post	SATISTICIAN CUM ASSISTANT PROFESSOR
15.	No. of post	01 Posts (2023)* (Community Medicine 01) *(Subject to variation of depending on work load).
16.	Classification	Group 'A'(Andaman & Nicobar Islands Medical Education & Research Society Services)
17.	Level in the Pay Matrix	Level – 12 (78800-209200)
18.	Whether Selection or Non-Selection post?	Not Applicable
19.	Age limit for direct recruitment	Not exceeding 50 Years
20.	Educational and other qualifications required for direct recruitment	Essential Qualification 1. Requisite recognized postgraduate qualification: MSc (Health Statistics/Medical Statistics/Bio Statistics/Statistics) with PhD from a recognized University
21.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age : No. Educational Qualification : Yes
22.	Period of probation, if any	01 Year for Direct Recruitment
23.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment, falling which by deputation/absorption.
24.	In case of recruitment deputation/ transfer grades from which deputation / transfer to be made	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations ii. Holding analogous posts on regular basis in the parent cadre/department <u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. ** Qualification/eligibility criteria applicable as per the guidelines/norms issued by MCI/NMC from time to time.
25.	If a DPC exists, what are its	For Confirmation

	compositions?	<ul style="list-style-type: none">i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Councilii) Vice Chairman EC ANIMERSiii) Director ANIIMSiv) Member Secretary ANIMERS
26.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE III

DRAFT RECRUITMENT RULES FOR THE POST OF MATERNITY AND CHILD WELFARE OFFICER CUM LECTURER/ ASSISTANT PROFESSOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Maternity and Child Welfare Officer Cum Lecturer/ Assistant Professor
2.	No. of post	01 Posts (2023)* (Obst and Gynecology 01) *(Subject to variation of depending on work load).
3.	Classification	Group 'A'(Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 12 (78800-209200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 50 Years
7.	Educational and other qualifications required for direct recruitment	Essential Qualification As post graduate qualification MD/MS/DNB in Obstetrics & Gynecology as per the MCI/NMC regulations. Experience:- 1. One years of Senior Resident experience in Obstetrics & Gynecology in a recognized medical college.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age : No. Educational Qualification : Yes
9.	Period of probation, if any	01 Year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment, falling which by deputation/absorption.
11.	In case of recruitment deputation/ transfer grades from which deputation / transfer to be made	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations iii. Holding analogous posts on regular basis in the parent cadre/department Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years.

		** Qualification/eligibility criteria applicable as per the guidelines/norms issued by MCI/NMC from time to time.
12.	If a DPC exists, what are its compositions?	For Confirmation i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council ii) Vice Chairman EC ANIMERS iii) Director ANIIMS iv) Member Secretary ANIMERS
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE III

DRAFT RECRUITMENT RULES FOR THE POST OF ANTENATAL MEDICAL OFFICER CUM LECTURER / ASSISTANT PROFESSORIN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

14.	Name of post	Antenatal Medical Officer Cum Lecturer / Assistant Professor
15.	No. of post	01 Posts (2023)* (Obst and Gynecology 01) *(Subject to variation of depending on work load).
16.	Classification	Group 'A'(Andaman & Nicobar Islands Medical Education & Research Society Services)
17.	Level in the Pay Matrix	Level – 12 (78800-209200)
18.	Whether Selection or Non-Selection post?	Not Applicable
19.	Age limit for direct recruitment	Not exceeding 50 Years
20.	Educational and other qualifications required for direct recruitment	<p>Essential Qualification</p> <p>As post graduate qualification MD/MS/DNB in Obstetrics & Gynecology as per the MCI/NMC regulations.</p> <p>Experience:-</p> <p>2. One years of Senior Resident experience in Obstetrics & Gynecology in a recognized medical college.</p>
21.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age : No. Educational Qualification : Yes
22.	Period of probation, if any	01 Year for Direct Recruitment
23.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment, falling which by deputation/absorption.
24.	In case of recruitment deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>iv. Holding analogous posts on regular basis in the parent cadre/department</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years.</p>

		** Qualification/eligibility criteria applicable as per the guidelines/norms issued by MCI/NMC from time to time.
25.	If a DPC exists, what are its compositions?	For Confirmation v) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council vi) Vice Chairman EC ANIMERS vii) Director ANIIMS viii) Member Secretary ANIMERS
26.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the _____, 2023.

NOTIFICATION

No..... (F.NO.1-216/ANIIMS/RR/Non Teaching Staffs/2021-22), In exercise of the powers conferred under Rule 10 A , (VII), (VIII), (X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, President of General Body the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby make the following Rules regulating the method of recruitment to the posts of **Librarian, Documentalist, Cataloguer, Library Assistant** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Librarian, Documentalist, Cataloguer, Library Assistant** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to IV annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Contd. ... 2/-

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE -I

**DRAFT RECRUITMENT RULES FOR THE POST OF LIBRARIAN IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Librarian
2.	No. of post	01 (One)* 2023 *(Subject to variation depend on work load)
3.	Classification	Group B (Non Ministerial) Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -10 Rs. 56100-177500
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Upper age limit is 30 years
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor Degree in Library Science or Library and information service from a recognized university/ Institute. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> B.Sc Degree or equivalent from a recognized university and Bachelor Degree or Post Graduate Diploma or Equivalent in Library Science from a recognized University or Institute. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. 5 Years' experience in a library of reputed institution. 3. Ability to use computers – Hands on experience in office applications, Spread sheets and presentation. <p>Desirable:</p> <p>Diploma in computer application from a recognized University or Institute.</p>
4.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
5.	Period of probation, if any	02 (Two) years
6.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By deputation failing which By direct Recruitment.
7.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p>Deputation</p> <p>Office under the central /state/UT Government /Universities/Statutory /Autonomous Bodies or Research and Development Organizations:-</p>

		<p>i. Holding analog post on regular services in the grade pay of Rs.4800/- with at least 05 years of regular services in the grade pay of Rs. 4200/-</p> <p>ii. Having educational qualification prescribed for direct recruitment as indicated at columns 7</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
8.	If a DPC exists, what are its compositions?	<p>For Considering Confirmation and Deputation.</p> <p>1.Chief Secretary, A&N Admn : Chairman</p> <p>2.Secretary(Health)A&N Admn.: Member</p> <p>3. Director (ANIIMS) : Member</p>
9.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -II**DRAFT RECRUITMENT RULES FOR THE POST OF DOCUMENTALIST IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Documentalist
2.	No. of post	01(One*) 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -4 (Rs.25,500-81,100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- 1. Bachelor degree in Library Science/Information Science 2. Computer Knowledge
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By direct recruitment falling which by Deputation.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Deputation Office under the central /state/UT Government /Universities/Statutory /Autonomous Bodies or Research and Development Organizations:- i. Holding analog post on regular services in the grade pay of Rs. 2000/- with at least 05 years of regular services ii. Having educational qualification prescribed for direct recruitment as indicated at columns 7 Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other

		Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
12.	If a DPC exists, what are its compositions?	For Considering Confirmation 1. Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -III

**DRAFT RECRUITMENT RULES FOR THE POST OF CATALOGUER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Cataloguer
2.	No. of post	01(One)* 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -4 (Rs.25,500-81,100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- 1. Bachelor degree in Library Science/Information Science 2. Computer Knowledge.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By direct recruitment falling which by Deputation.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Deputation Office under the central /state/UT Government /Universities/Statutory /Autonomous Bodies or Research and Development Organizations:- i. Holding analog post on regular services in the grade pay of Rs. 2000/- with at least 05 years of regular services ii. Having educational qualification prescribed for direct recruitment as indicated at columns 7 <u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other

		Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
12	If a DPC exists, what are its compositions?	For Considering Confirmation 1. Secretary (Health) :Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -IV

**DRAFT RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Library Assistant
2.	No. of post	04 (Four) * 2023 *(Subject to variation depend on work load)
3.	Classification	Group C (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (Rs.25,500-81,100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- i. Bachelor degree in Library and information from a recognized institution/ university. Desirable: i. 1(one) year diploma in computer application from a recognized institution.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Deputation Office under the central /state/UT Government /Universities/Statutory /Autonomous Bodies or Research and Development Organizations:- i. Holding analog post on regular services in the grade pay of Rs. 2000/- with at least 05 years of regular services ii. Having educational qualification prescribed for direct recruitment as indicated at columns 7 Note 1: Period of deputation including period of deputation in another ex- cadre

		post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
12	If a DPC exists, what are its compositions?	For Considering Confirmation. 1.Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
 ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
 अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
 ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the _____, 2023.

NOTIFICATION

No..... (F.NO.1-216/ANIIMS/RR/Non Teaching Staffs/2021-22) In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, President of General Body the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby make the following Rules regulating the method of recruitment to the posts of **Hostel Care Take, Receptionist, Cook, Hostel Attendant** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Hostel Care Take, Receptionist, Cook, Hostel Attendant** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Contd.....2/-

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE -I

**DRAFT RECRUITMENT RULES FOR THE POST OF HOSTEL CARE TAKER
IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Hostel Care Taker
2.	No. of post	09 (Nine)* 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level -4 (Rs.25,500-81,100)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- i. 12 th pass with Diploma in Hotel Management and House Keeping from a recognized Institute Or 10 th std pass with one/two years trade certificate course in cookery / housekeeping from recognized institution and having 3 years' experience in industrial exposure
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12	If a DPC exists, what are its compositions?	For considering Confirmation. 1.Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -II

**DRAFT RECRUITMENT RULES FOR THE POST OF RECEPTIONIST IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Receptionist
2.	No. of post	02 (Two)* 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society
4.	Level in the Pay Matrix	Level -2 (Rs.19,900-63,200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- <ul style="list-style-type: none"> ➤ Senior Secondary School (XII) Passed out from recognized Board / Institution ➤ One year Diploma course in Computer Application ➤ Fluency in speaking English and Hindi Desirable: <ul style="list-style-type: none"> ➤ Two years' experience as Receptionist in reputed Institution
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	For considering Confirmation. 1.Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -III

DRAFT RECRUITMENT RULES FOR THE POST OF COOK IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Cook
2.	No. of post	08 (Eight) * 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society
4.	Level in the Pay Matrix	Level -1 (Rs.18,000-56,900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- i. Must possess pass Certificate in Secondary School Examination (Xth Std.) from a recognized Board/Institution. ii. Sufficient knowledge to cook different regional meals and able to cater to parties when required. iii. Must qualify in the Trade Test.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12	If a DPC exists, what are its compositions?	For considering Confirmation. 1.Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -IV

**DRAFT RECRUITMENT RULES FOR THE POST OF HOSTEL ATTENDANT IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Hostel Attendant
2.	No. of post	08 (Eight)* 2023 *(Subject to variation depend on work load)
3.	Classification	Group C Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -1 (Rs.18,000-56,900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government time to time). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications.
7.	Educational and other qualifications required for direct recruitment	Essential- X Matriculation from a recognized Institution/Board
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what are its compositions?	For Considering Confirmation. 1.Secretary (Health) : Chairman 2. Director (ANIIMS) : Member 3. MS, GBPH : Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the , 2023.

NOTIFICATION

No..... (F.NO.1-214/ANIIMS/RR/Nursing Personnel), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, President of General Body the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of recruitment to the posts of **Nursing Superintendent, Dy Nursing Superintendent, Assistant Dy Nursing Superintendent, Senior Nursing Officer, Nursing Officer** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Nursing Superintendent, Dy Nursing Superintendent, Assistant Dy Nursing Superintendent, Senior Nursing Officer, Nursing Officer** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to V annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Islands Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE -I

DRAFT RECRUITMENT RULES FOR THE POST OF NURSING SUPERINTENDENT IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR

1.	Name of post	Nursing Superintendent
2.	No. of post	01 Year 2023* (*Subject to variation dependent on work load)
3.	Classification	Group A (Non Ministerial) Andaman & Nicobar Islands Medical Education & Research Society Services.
4.	Level in the Pay Matrix	Level -11 (Rs.67700-208700)
5.	Whether Selection or Non-Selection post?	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100% Promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p>Deputation:</p> <p>i) Holding analogous post on regular basis; OR Deputy/Assistant Nursing Superintendent with 05 years regular services in the Grade Pay of Rs. 5400/- Level 9</p> <p>Note:1 Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Promotion: Promotion from Deputy Nursing Superintendent with 05 years regular services in the grade</p>
12.	If a DPC exists, what are its compositions?	For Consideration of Promotion 1.Chief Secretary,A&N Admn : Chairman 2.Secretary(Health)A&N Admn.: Member 3. Director (ANIIMS) : Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -II

DRAFT RECRUITMENT RULES FOR THE POST OF DY. NURSING SUPERINTENDENT IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR

1.	Name of post	Dy. Nursing Superintendent
2.	No. of post	02 (two) Year 2023* *(Subject to variation dependent on work load)
3.	Classification	Group B (Non Ministerial) Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -10 (Rs. 56100-177500).
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruitment	Essential- i. Bachelor's Degree in Nursing. ii. Registered with any State Nursing Council. Experience- iii. 5 years experience as Assistant Nursing Superintendent in a recognized hospital in the level 09 or equivalent. Desirable- Master's Degree in Nursing.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Age:- No Qualification:- Yes
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Promotion failing with by deputation failing both by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	Deputation: Officers of the State/Central Government or Statutory. Autonomous Bodies holding analogous post on a regular basis; OR Assistant Dy. Nursing Superintendent with 3 years regular service and possessing educational qualification and experience for direct recruitment shown at column-7. <u>Note -1 :</u> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinary not to

		<p>exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Promotion:- Promotion from Assistant Dy Nursing Superintendent/Tutor with 03 years regular services in the level 09.</p>
12.	If a DPC exists, what are its compositions?	<p>For Consideration of Confirmation and Promotion</p> <p>1.Chief Secretary, A&N Admn : Chairman</p> <p>2.Secretary(Health),A&N Admn.: Member</p> <p>3. Director (ANIIMS) : Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -III**DRAFT RECRUITMENT RULES FOR THE POST OF ASST. DY. NURSING SUPERINTENDE IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Asst. Dy. Nursing Superintendent
2.	No. of post	07 (SEVEN) Year 2023* *(Subject to variation dependent on work load)
3.	Classification	Group B (Non Ministerial) Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -09 (Rs.53100-167800)
5.	Whether Selection or Non-Selection post?	Not applicable.
6.	Age limit for direct recruitment	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruitment	Essential- Essential: (i) B.Sc. Nursing (4 year course) from a recognised institute/university. OR B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognised institute/university. (ii) Should be registered with the Indian Nursing Council/ State Nursing Council <u>Experience :</u> Six years experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution <u>Desirable:</u> (i) MSc (Nursing) from a recognized institute / university (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Age:- No Qualification:- Yes
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	25% By Direct Recruitment 75% By deputation/Promotion.
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation /	Deputation: Officers of the State/Central Government or Statutory.

	transfer to be made	<p>Autonomous Bodies holding analogous post on a regular basis; OR Senior Nursing Officer with 3 years regular service and possessing educational qualification and experience for direct recruitment shown at column-7.</p> <p>Promotion:</p> <p>Senior Nursing Officer with 03 year regular services in the grade pay of Rs 4800/- Level 8</p> <p><u>Note -1 :</u></p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
	If a DPC exists, what are its compositions?	<p>1. Chief Secretary,A&NAdmn :Chairman 2. Secretary(Health)A&NAdmn.: Member 3. Director (ANIIMS) : Member</p>
12	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -IV

DRAFT RECRUITMENT RULES FOR THE POST OF SENIOR NURSING OFFICER IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIMERS, PORT BLAIR

1.	Name of post	Senior Nursing Officer
2.	No. of post	*06 (Six) (2023 *) *(subject to variation dependent on work load)
3.	Classification	Group B (Non Gazetted, Non Ministerial) (Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level - 8 (Rs. 47600-151100)
5.	Whether Selection or Non-Selection post?	Not applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational and other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Age:- No Qualification:- No
9.	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100% By deputation / Promotion
11	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	<p>Deputation:</p> <p>Officers of the State/Central Government or Statutory. Autonomous Bodies holding analogous post on a regular basis with qualifying services of 02 years.</p> <p style="text-align: center;">OR</p> <p>Nursing Officer (Staff Nurse/Nursing Sisters) with 8 years regular service</p> <p>Note -1 :</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>

		Promotion:- From amongst the Nursing Officer in the pay Matrix Level-7(44900-142400) with 08 years qualifying services in the respective grade. In case of B.Sc. Nursing 06 years as Nursing Officer.
12	If a DPC exists, what are its compositions?	1. Chief Secretary,A&NAdmn : Chairman 2. Secretary(Health)A&NAdmn.: Member 3.Director (ANIIMS) : Member
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -V**DRAFT RECRUITMENT RULES FOR THE POST OF NURSING OFFICER IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIMERS, PORT BLAIR**

1.	Name of post	Nursing Officer
2.	No. of post	66(sixty six only) Year 2023* *(subject to variation dependent on work load)
3.	Classification	Group B Non Gazetted, Non Ministerial Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level -7 (Rs.44900-142400)
5.	Whether Selection or Non- Selection post?	Not applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram , Manipur, Nagaland, Tripura, Sikkim, Ladadkh Division of J & K State, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep).
7.	Educational and other qualifications required for direct recruitment	Essential:- (i) Senior Secondary School Certificate Examination (12 th . Std.) passed from a recognized Board/University/Institute. (ii) Diploma in General Nursing/B.Sc. (Nursing) from a recognised Institution/ College. (iii) Should be registered with the India Nursing Council/State Nursing Council Desirable: a. Degree in Medical and surgical Nursing /Midwifery from a recognized school of Nursing/ college. b. Two years experience.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes?	Not Applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of	100% Direct Recruitment

	vacancies to be filled by various methods	
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion deputation / transfer to be made	NA
12.	If a DPC exists, what are its compositions?	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

Port Blair, dated the , 2023.

NOTIFICATION

No..... (F.NO.1-39/Framing RR-Faculty/ANIIMS/2020), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, President of General Body (The Lieutenant Governor (Administrator), Andaman and Nicobar Islands) hereby make the following Rules regulating the method of recruitment to the posts of **Dean/Director, Registrar, Medical Superintendent** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Dean/Director, Registrar, Medical Superintendent** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

Contd.....2/-

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE -I

**DRAFT RECRUITMENT RULES FOR THE POST OF DEAN/DIRECTOR IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Dean/Director (ANIIMS)
2.	No. of post	01 (One) 2023
3.	Classification	Group 'A' Andaman & Nicobar Islands Medical Education & Research Society Services
4.	Level in the Pay Matrix	Level – 17 Rs.2,25,000/- (fixed)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 65 years (as on the closing date of receipt of application)
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. A Medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in part II of the third scheduled should also fulfill the conditions specified in section 13(3) of the Act.2. A postgraduate qualification, e.g. MD/MS or a recognized qualification equivalent thereto. <p>Experience: Minimum of ten years teaching experience as Professor /Associate Professor/ Reader in a medical College /Institute out of which, at least five years should be as Professor in a department. Preference for this appointment may be given to the Heads of the Departments.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age: No Education: Yes
9.	Period of probation, if any	01 (one) year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment falling which by Deputation.
11.	In case of recruitment by deputation/ transfer grades from which deputation / transfer to be made	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations:- <ol style="list-style-type: none">i. Holding analogous posts on regular basis in the parent cadre/department ORii. With 04 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 16 (Pre – revised, Pay Band (Rs.75500-80000))

		<p style="text-align: center;">OR</p> <p>iii. With 07 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 15 (Pre – revised, Pay Band (Rs.67000 – 79000))</p> <p><u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed Five years and having good administrative Knowledge.</p>
12.	If a DPC exists, what are its compositions?	For Confirmation and Deputation:- i) Chairman of the Executive Council ii) Vice Chairman EC ANIMERS iii) Secretary (Health)
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -II**DRAFT RECRUITMENT RULES FOR THE POST OF REGISTRAR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Registrar
2.	No. of post	01 (One) 2023
3.	Classification	Group A (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level-14 (Rs.1,42,200-2,18,200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 55 years (as on the closing date of receipt of application)
7.	Educational and other qualifications required for direct recruitment	Essential: 1. Master Degree in Arts/Science/Commerce/Management of a recognized Institute or University. Knowledge in computer. 2. Minimum of 10 years of relevant experience in a Government/educational /Research Institution. The Candidate would be expected to have some familiarity with Academic activities and working procedure in higher educational institutions preferably in medical institution. Desirable: Experience of computer systems for information processing and retrieval. Preference be given to those who have had experience of working in professional college in an analogous post.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age:- No Qualification: Yes
9.	Period of probation, if any	01 years for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	100% by deputation failing which by Direct Recruitment
11.	In case of recruitment by deputation/ transfer grades from which deputation / transfer to be made	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations:- i. Holding analogous posts on regular basis in the parent cadre/department Or ii. With at least 05 years of service in the post in Pay Level 13/Pre revised Pay Band -4 Rs. 37400-67000 + GP-Rs. 8700/-.

		<p style="text-align: center;">Or</p> <p>iii. With at least 06 years of service in the post in the Pay Level 12/PB-3 Rs.15600-39100+GP 7600</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 55 years as on the closing date of receipt of applications.</p>
12.	If a DPC exists, what are its compositions?	For Confirmation and Deputation:- 1.Chief Secretary : Chairman 2. Secretary (H) : Member 3.Member Secretary ANIMERS : Member
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE -III

DRAFT RECRUITMENT RULES FOR THE POST OF MEDICAL SUPERINTENDENT IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	MEDICAL SUPERINTENDENT
2.	No. of post	01 (One), 2023
3.	Classification	Group A (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level- 14 (Rs.1,42,200-2,18,200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not Exceeding 65 years (as on the closing date of receipt of application)
7.	Educational and other qualifications required for direct recruitment	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. A Medical qualification included in the I or II Schedule or Part II of the third Schedule to the Indian Medical Council Act of 1956 (persons possessing qualifications included in part II of third schedule should also fulfill the conditions specified in Section 13(3) of the Act. 2. A Postgraduate qualification eg- MD or MS or a recognized qualification equivalent thereto. <p>Experience:</p> <p>A minimum of ten years teaching experience as Professor /Associate Professor in the relevant departments of the Hospital, out of which at least five years should be as Professor.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	Age:- No Education Qualification:- Yes
9.	Period of probation, if any	01 Year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment failing which by deputation
11.	In case of recruitment by deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations:-</p> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis in the parent cadre/department OR ii. With 05 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 13. Pay Band 37400-67000 Or iii. With 12 Years regular services in grade rendered after appointment

		<p>thereto in regular basis in pay level 12/Pre revised PB -3(Rs. 15600-39100)+GP Rs.7600</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed Five years and having good administrative Knowledge.</p>
12	If a DPC exists, what are its compositions?	<p>For Confirmation and Deputation:-</p> <ul style="list-style-type: none">i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Councilii) Secretary (Health)iii) Director/Deaniv) Member Secretary (ANIMERS)/DHS
13	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

अण्डमान तथा निकोबार स्वास्थ्य शिक्षा एवं अनुसंधान सोसाइटी
 ANDAMAN AND NICOBAR ISLAND MEDICAL EDUCATION & RESEARCH SOCIETY
 अण्डमान निकोबार द्वीप समूह चिकित्सा संस्थान
 ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL

Port Blair, dated the _____, 2023.

NOTIFICATION

No.....(F.No.1-39/Framing RR-Faculty/ANIIMS/2020), In exercise of the powers conferred under Rule 10 A ,(VII),(VIII),(X) of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) Regulation, President of General Body (The Lieutenant Governor (Administrator), Andaman and Nicobar Islands) hereby make the following Rules regulating the method of recruitment to the posts of **Professor, Associate Professor, Assistant Professor** borne in the establishment of Andaman & Nicobar Islands Medical Education & Research Society, Port Blair with immediate effect, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Rules may be called the Andaman & Nicobar Islands Medical Education & Research Society, Andaman and Nicobar Islands **Professor, Associate Professor, Assistant Professor** Recruitment Rules, 2023.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:

The number of posts, their classification and scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedules I to III annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the said Schedules.

4. DISQUALIFICATION:

No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:

Where the President of General Body, Andaman and Nicobar Island Medical Research and Society and Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect of any class or category of persons.

Contd.....2/-

6 SAVING:

Nothing in these rules shall effect reservation, relaxation of age limit and other concession required to be provided for candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen and other specified categories of persons in accordance with the Orders issued by the MCI/ Central Government from time to time in this regard.

**Admiral D K Joshi
Lt. Governor, A&N Islands
(President, General Body, ANIMERS)**

By order and in the name of Lieutenant Governor

Director (ANIIMS)

SCHEDULE I

DRAFT RECRUITMENT RULES FOR THE POST OF PROFESSOR IN ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Professor
2.	No. of post	20* Posts (2023) (Anatomy-1, Physiology-1, Biochemistry-1, Pharmacology-1, Pathology-1, Microbiology-1, Forensic Medicine-1, Community Medicine-1, General Medicine-1, Pediatrics-1, Tuberculosis & Respiratory-1, General Surgery-1, Orthopedics-1, Oto Rhinolaryngology-1, Ophthalmology-1, Obst. & Gynecology-1, Anesthesiology-1, Radio Diagnosis-1, Dentistry-1, Physical Medical Rehabilitation-1 *(Subject to variation of depending on work load).
3.	Classification	Group 'A' (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level - 14 (144200-218200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 60 Years
7.	Educational and other qualifications required for direct recruitment	<p>Essential Qualification As post graduate qualification MD/MS/DNB in the concerned subject and as per the MCI regulations.</p> <ol style="list-style-type: none"> 1. A Medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in part II of the third scheduled should also fulfill the conditions specified in section 13(3) of the Act with M.S./M.D 2. For Dentistry:- A postgraduate qualification i.e Master in Dental Surgery (MDS) from recognized university. 3. For Non Medical Candidate: - <ul style="list-style-type: none"> • A post graduate qualification i.e. Master's degree in the concerned subject or allied discipline • A Doctorate degree from a recognized University in the respective subject or allied discipline. <p>Note: The respective subject/allied discipline should be as in the Table –I of Schedule I of the MCI – “ Minimum Qualifications for Teacher in Institution Regulations, 1998.”</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. As reader/Associate Professor in

		<p>concerned specialty of three years services in a recognized medical college.</p> <p>2. Should have at least four Research publications (at least two as Associate Professor) [only original papers, metaanalysis, systematic reviews, and case series that are published in journals indexed in Medline, PubMed, Central Science Citation Index, Science Citation Index, Expanded Embase, Scopus, Directory of Open Access Journals (DoAJ) will be considered].</p> <p>3. Should have completed the basic course in Medical Education Technology from Institutions designated by NMC.</p> <p>4. Should have completed the Basic course in Biomedical Research from Institutions designated by NMC.</p>
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	<p>Age : No.</p> <p>Educational Qualification : Yes</p>
9.	Period of probation, if any	01 years for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct recruitment falling which by deputation/Deputation ISTC/Absorption.
11.	In case of recruitment by deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis in the parent cadre/department</p> <p>Or</p> <p>iv. With 05 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 13/ Pre revised PB -4(Rs. 37400-67000)+GP Rs.8700</p> <p>Or</p> <p>v. With 12 Years regular services in grade rendered after appointment thereto in regular basis in pay level 12/Pre revised PB -3(Rs. 15600-39100)+GP Rs.7600</p> <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years.</p> <p>** Qualification/eligibility criteria applicable as</p>

		per the guidelines/norms issued by MCI/NMC from time to time.
12.	If a DPC exists, what are its compositions?	For Confirmation and Deputation:- i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council ii) Vice Chairman EC ANIMERS iii) Director ANIIMS iv) Member Secretary (ANIMERS)
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE II

DRAFT RECRUITMENT RULES FOR THE POST OF ASSOCIATE PROFESSOR IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR

1.	Name of post	Associate Professor
2.	No. of post	27* Posts (2023) (Anatomy -1, Physilogy-1, Biochemistry-1, Pharmacology-1, Pathology -2, Micorbiology-1, Community Medicine-2, General Medicine- 3, Pediatrics-1, Dermatology-1, Psychiatry-1, General Surgery-3, Orthopedics-1, Oto-Rhinolaryngology (ENT)- 1, Ophthalmology-1, Obst. & Gynecology-1, Anesthesiology-2, Radio Diagnosis-1, Dentistry-1 Physical Medical Rehabilitation -1) *(Subject to variation of depending on work load).
3.	Classification	Group ‘A’ (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 13 (123100-215900)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 58 Years
7.	Educational and other qualifications required for direct recruitment	Essential Qualification As post graduate qualification MD/MS/DNB in the concerned subject and as per the MCI regulations. <ol style="list-style-type: none"> A Medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in part II of the third scheduled should also fulfill the conditions specified in section 13(3) of the Act with M.S./M.D/DNB For Dentistry:- A postgraduate qualification i.e master in dental surgery (MDS) from recognized university For Non Medical Candidate: - <ul style="list-style-type: none"> A post graduate qualification i.e. Master’s degree in the concerned subject or allied discipline A Doctorate degree from a recognized University in the respective subject or allied discipline. Note: The respective subject/allied discipline should be as in the Table –I of Schedule I of the MCI – “Minimum Qualifications for Teacher in Institution

		<p>Regulations, 1998.”</p> <p>Experience</p> <ol style="list-style-type: none"> 1. As Assistant Professor in the subject for four years in a permitted /recognized medical college/ institution. 2. Should have at least two Research publications [only original papers, metaanalysis, systematic reviews, and case series that are published in journals included in Medline, PubMed, Central Science Citation Index, Science Citation Index, Expanded Embase, Scopus, Directory of Open Access Journals (DoAJ) will be considered]. 3. Should have completed the basic course in Medical Education Technology from Institutions designated by NMC. 4. Should have completed the basic course in Biomedical Research from Institutions designated by NMC.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	<p>Age: No.</p> <p>Educational Qualification : Yes</p>
9.	Period of probation, if any	01 Year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment falling which by deputation.
11.	In case of recruitment by deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis in the parent cadre/department <p>Or</p> <ol style="list-style-type: none"> ii. With 05 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 12/ Pre revised PB -3(Rs. 15600-39100)+GP Rs.7600 <p><u>Note 1:</u> Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years.</p> <p>** Qualification/eligibility criteria applicable as per the guidelines/norms</p>

		issued by MCI/NMC from time to time.
12.	If a DPC exists, what are its compositions?	For Confirmation and Deputation:- i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council ii) Vice Chairman EC ANIMERS iii) Director ANIIMS iv) Member Secretary (ANIMERS)
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable

SCHEDULE III**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR IN
ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
UNDER ANIIMERS, PORT BLAIR**

1.	Name of post	Assistant Professor
2.	No. of post	36 Posts (2023)* (Anatomy -1, Physiology-1, Biochemistry-1, Pharmacology-1, Pathology-3, Microbiology-1, Forensic Medicine-1, Community Medicine-2, General Medicine-4, Pediatrics-2, Tuberculosis & Respiratory-1, Dermatology-1, Psychiatry-1, General Surgery-4 Orthopedics-2, Oto Rhinolaryngology-1, Ophthalmology-1 Obst. & Gynecology-2, Anesthesiology-4, Radio Diagnosis-1, Dentistry-1) *(Subject to variation of depending on work load).
3.	Classification	Group 'A' (Andaman & Nicobar Islands Medical Education & Research Society Services)
4.	Level in the Pay Matrix	Level – 12 (78800-209200)
5.	Whether Selection or Non-Selection post?	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 50 Years
7.	Educational and other qualifications required for direct recruitment	Essential Qualification As post graduate qualification MD/MS/DNB in the concerned subject and as per the MCI/NMC regulations. 1. A Medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in part II of the third scheduled should also fulfill the conditions specified in section 13(3) of the Act with M.S./M.D/DNB 2. For Dentistry:- A postgraduate qualification i.e master in dental surgery (MDS) from recognized university 3. For Non Medical Candidate in the department of Anatomy, Physiology and Biochemistry: - <ul style="list-style-type: none">• A post graduate qualification i.e. Master's degree in the concerned subject or allied discipline• A Doctorate degree from a recognized University in the respective subject or allied

		<p>discipline.</p> <p>Note: The respective subject/allied discipline should be as in the Table –I of Schedule I of the MCI – “ Minimum Qualifications for Teacher in Institution Regulations, 1998.”</p> <p>Experience:-</p> <ol style="list-style-type: none"> 1. One years of Senior Resident experience in the subject in a recognized medical college. In case of DNB as per NMC/MCI guidelines.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes/Deputation?	<p>Age : No.</p> <p>Educational Qualification : Yes</p>
9.	Period of probation, if any	01 Year for Direct Recruitment
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods	By Direct Recruitment, falling which by deputation/absorption.
11.	In case of recruitment deputation/ transfer grades from which deputation / transfer to be made	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis in the parent cadre/department <p>Note 1: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Govt. shall ordinary not to exceed three years.</p> <p>** Qualification/eligibility criteria applicable as per the guidelines/norms issued by MCI/NMC from time to time.</p>
12.	If a DPC exists, what are its compositions?	<p>For Confirmation</p> <ol style="list-style-type: none"> i) Chairman of the Executive Council or his nominee from amongst the members of the Executive Council ii) Vice Chairman EC ANIMERS iii) Director ANIIMS iv) Member Secretary (ANIMERS
13.	Circumstances in which UPSC is to be consulted in making recruitments	Not Applicable