

**ANDAMAN AND NICOBAR ISLAND INSTITUTE OF MEDICAL SCIENCES****SRI VIJAYA PURAM**

अंडमान एवं निकोबार द्वीपसमूह चिकित्सा विज्ञान संस्थान

श्री विजया पुरम

**ANDAMAN & NICOBAR ADMINISTRATION**

अंडमान एवं निकोबार प्रशासन

**Advt. No. 1-4/ANIMERS/Staff Appointment/2024-25/1096 Date:12.11.2025****Advertisement for Executive Officer posts on Contract Basis**

ANIIMS, Sri Vijaya Puram is going to conduct Virtual/in-person for Indian nationals/persons. Application invited application through online for the "Hybrid Interview" for Executive Officer position on Contract Basis. The details are as under:-

|                           |   |
|---------------------------|---|
| No of vacancy             | 01 (One)  |
| Place of Posting          | ANIIMS, Sri Vijaya Puram  |
| Educational Qualification | <b>ESSENTIAL:</b><br>i) Graduate in any Discipline.<br>ii) With 25 years' experience, Out of total work experience, at least 5 years' experience in government organization.<br>iii) Should be proficient in verbal and written communication in English.<br>iv) Master's in Business Administration or Diploma/PG diploma in Business Management<br><br><b>DESIRABLE:</b><br>i) CA/ICWA with 15 years working experience or CA/ICWA (Intermediate)   |
| Age                       | Not less than 45 years and not more than 55 years as on the date of receipt of application.   |
| Pay                       | Consolidated wages- Rs. 1,00,000/- (Rupees One Lakh Rupees Only) per month.   |
| Duties & Responsibilities | i) Responsible for conduct smooth business of ANIMERS.<br>ii) Responsible for making plans to achieve the aim and objectives of the society.<br>iii) Responsible for proper maintenance of all accounts of ANIMERS and furnishing of UC's and progress reports to Andaman & Nicobar Administration and GOI.<br>iv) Responsible for Co-ordination in implementation of various projects/works executed under the aegis of ANIMERS Society.<br>v) Responsible for conduct of Executive Council Meeting and General Body meeting of Society. |

|                         |  |
|-------------------------|--|
|                         | vi) Responsible for preparation of Annual Report of the Society.<br>vii) Responsible for conduct of audit of society and take action to Liaison with implementing agencies/team.<br>viii) Finalization of Accounts and compliance with other statutory obligations<br>ix) Responsible for General office Administration, discipline and upkeep.          |
| Leave Rules             | As per institution leave rules   |
| Period of Term Contract | For an initial period of two (02) years and extendable based on annual performance and shall be coterminous with the regular appointment.  |
| Interview               | The Interview will be held at Sri Vijaya Puram through Video Conferencing and through in person. The date and time will be communicated through SMS/Email well in advance. Selection will be made on the basis of performance in the interview. Results will be communicated through email/ SMS & displayed on the official website of this institution. |

#### **General Condition:**

1. Eligible candidate can apply for the post in the prescribed Performa (available at the institute website <http://andssw1.and.nic.in/aniims> and website of A & N Administration <https://www.andaman.gov.in>) along with self-attested photocopies and the relevant documents available may be send through **Email: [recruitment.aniims@gmail.com](mailto:recruitment.aniims@gmail.com).**
2. **The Last date of receipt / upload of application along with the prescribed Performa and relevant document will be 26.11.2025 by 04:00 PM**
3. The date of interview will be intimated later.
4. The effective date for determining the eligibility as per the prescribed qualification, age, experience etc. for the post shall be the last date of receipt of application.
5. The above mentioned schedule is tentative and subject to change at any stage depending upon the availability of the Selection Committee. Any changes made will be updated at ANIIMS website <http://andssw1.and.nic.in/aniims>.
6. The Director, ANIIMS, Sri Vijaya Puram reserves the right to cancel or reschedule the above dates & time of the "Interview" at any stage.
7. Late and incomplete application/proforma will not be considered.
8. Any kind of canvassing for selection will liable for disqualification. ANIIMS/ANIMERS reserves the right to cancel the recruitment process at any stage at its discretion and such decision will be binding on all concerned.

**-sd-**

**DIRECTOR, ANIIMS**



**APPLICATION IN PRESCRIBED FORMAT FOR THE POSITION OF EXECUTIVE  
OFFICER IN ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL  
SCIENCES, SRI VIJAYA PURAM**

|    |   |                            |   |
|----|---|----------------------------|---|
| 1. | Name in Block letters   |                            | Affix recent<br>passport size<br>photograph |
| 2. | Date of Birth and Age<br>(As on Last date of applicant)                                   | <b>D.O.B..... Age.....</b> |   |
| 3. | Permanent Address with Contact<br>number & email ID                                       |                            |   |
| 4. | Address for communication with<br>Contact number & email ID                               |                            |   |
| 5. | Any GOI ID<br>(Passport/PAN/Voter<br>ID/Aadhaar)  |                            |   |
| 6. | Current Job details<br>a. Name of the Post<br>b. Institution name<br>c. Regular /Contract |                            |   |
| 7. | Qualification   |                            |   |
| 8. | Additional Qualification  |                            |   |
| 9. | Experience  |                            |   |

**Note: The candidate should enclose self-attested copies of the relevant certificates as referred to above**

**DECLARATION**

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

**Date:**

**Place:**

**Candidate Signature**

**Check list of document attached**

- 1.
- 2.