



F.No. 1-274/ANIIMS/NTS/RECRUITMENT 2022/610

निदेशक एनिम्स का कार्यालय

OFFICE OF THE DIRECTOR OF ANIIMS

अंडमान निकोबार द्वीप समूह चिकित्सा संस्थान

ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

अंडमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

Sri Vijaya Puram, Dated 12.06.2026

VACANCY NOTICE

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

Details of Posts

Sl.No	Name of the Post	No. of Posts	Pay Level	Age limit
1.	Librarian	1	10	Not exceeding 56 years as on the closing date of receipt of applications.
2.	Office Superintendent	1	06	
3.	Head Clerk	2	06	
4.	Higher Grade Clerk	5	04	

Eligibility Conditions:

Sl.No.	Name of the post	Essential Qualification	Deputation Rules
1.	Librarian	Essential: 1. M.Sc. Degree in Library Science or Library and information service from a recognized university/Institute. 2. Degree/Diploma in computer from a recognized institute. 3. 5 Years' experience in a library of reputed institution preferably in Medical College Desirable: ➤ M.Phil/Ph.D in library Science/Information Science and Documentation. ➤ One year professional experience in indexing work of health services literature.	Office under the central /state/UT Government /Universities/Statutory /Autonomous Bodies or Research and Development Organizations:- Holding analogous posts on regular basis in the parent cadre/department OR With 02 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 09 (53100 to 167800) OR With 04 Years regular services in grade rendered after appointment thereto on a regular basis in pay level 8 (47600 to 151200)
2.	Office Superintendent	Not Applicable By Promotion Failing which By Deputation	Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department. or 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.
3.	Head Clerk	Not Applicable By Promotion Failing which By Deputation	Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. or Higher Grade Clerk in the 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.
4.	Higher Grade Clerk	Not Applicable By Promotion Failing which By Deputation	Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department. or 2. Lower Grade Clerk in the Level 2 (19900-63200) of Pay Matrix or equivalent with 08 years regular service in the grade.

Note:-

1. Eligible and willing employee may submit their applications in the prescribed proforma annexed herewith may be submitted in the Recruitment cell, ANIIMS, Library Block, New campus, Corbyn Cove with the following documents.
 - i. Present Pay certificate.
 - ii. Details of experience.
 - iii. Copies of APARs for the Last 5 years
 - iv. Vigilance Clearance certificate
 - v. Cadre Clearance Certificate
 - vi. Integrity certificate
 - vii. Statement of Major/Minor Penalties imposed, if any, during the last 10 years
 - viii. No Objection Certificate from the Cadre Controlling Authority.
2. The employee selected for appointment on deputation shall have the option either to draw the pay in the parent cadre plus deputation (duty) allowance or to have their pay fixed in the post in accordance with the instructions issued by the Government of India from time to time.
3. The Institute reserves the right to cancel or withdraw the vacancy circular at any stage without assigning any reason thereof.
4. The completed applications, duly forwarded through proper channel, should reach Recruitment Cell of ANIIMS, New Campus, Corbyn Cove, Sri Vijaya Puram by **20.07.2026.**
5. Applications received after the closing date or without the requisite documents shall not be considered.

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(Director)
ANIIMS, Port Blair

BIO-DATA / CURRICULUM VITAE PROFORMA

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

Date: _____

Place: _____

Signature of the Applicant

ENCL:

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