



F. No 1-157/ANIIMS/AMR Surveillance/2023/15
OFFICE OF THE DIRECTOR OF ANIIMS
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES
ANDAMAN & NICOBAR ADMINISTRATION

Dated: 04/01/2024

Application are invited for the post of “**Data Manager**” for Anti- Microbial Resistance Project under Andaman and Nicobar Islands Institute of Medical Sciences, Port Blair for period of 01 year on contractual Basis.

Sl No.	Name of the Post	Qualification	No. Of Vacancy	Consolidated pay
1.	Data Manager	Essential- <ul style="list-style-type: none">Graduate/ Diploma in Computer Applications from Govt. recognized institution with proficiency in computer applications (MS Office, email and internet) and experience of minimum 1 year in Data management preferably in public health sector. Desirable- <ul style="list-style-type: none">Post Graduate with Degree.	01	20,000/- per month

Eligibility Criteria: Age limit: Not more than 40 years

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

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

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

Last date of receiving the completed application offline is on 13.01.2024 till 04 pm. No application will be entertained after last date. Online application will not be entertained.

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

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

Roles and Responsibilities:

1. Accurate entry of antimicrobial susceptibility data in WHONET software, weekly check of data completeness and sending quarterly report to the Centre.
2. Official correspondence, record keeping and documentation of relevant tests/ information.
3. Preparation of presentations and slides as required.
4. Dissemination of data analysis reports and responding to specific requests concerning the database.
5. Any other duties assigned by the HOD/ AMR nodal officer.

NOTE:-

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

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

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

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

-Sd-

Director ANIIMS



**ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES (ANIIMS),PORT
BLAIR**

(FORM TO BE FILLED IN CAPITAL LETTERS ONLY)

Post Applied For:.....

1	Personal Details: <ul style="list-style-type: none"> • Name • Father / Mother name • Email ID • Mobile No. • Nationality • Gender 		RECENT PHOTOGRAPH(TO BE COUNTERSIGNED)			
2	Date of Birth & Age (as on last date of application)					
3	Address for Correspondence					
4	Permanent Address					
5	GOI issued I DNo. (Passport/PAN/Voter ID/Aadhaar)					
6	Current Job Details: <ul style="list-style-type: none"> • Current Post held: • Institution Name: 					
7	Current nature of job Regular /Contractual/Private					
8	Educational Qualification:					
	(A) School					
	Name of the examination	Institute / Board	Year of passing final examination	Marks obtained / Max. marks	Percentage of marks	
	(B) College					
	Qualification	Subject / Discipline	Year of passing	Institute / College / University	Percentage (marks)	Awards/ Distinctions
9	Experience					
	S.No.	Name of the post	Institute / Place of work	Period		Nature of work
				From	TO	

Checklist of supporting documents (copy of original)

I.	Photo ID Proof (PAN Card, Aadhaar, Voter ID, Driving License, etc.)	
II.	Address Proof	
III.	10 th pass certificate along with mark sheet	
IV.	12 th pass certificate along with mark sheet	
V.	Bachelor's Degree-UG along with mark sheet	
VI.	Post graduate degree along with mark sheet	
VII.	Diploma certificate with mark sheet in relevant subject	
VIII.	Passing certificate of respective degree	
IX.	Experience certificates	

Declaration:

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and in the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled / terminated without any notice even after selection.

Date:**Place:****Candidate Name & Signature**

