



ANDAMAN & NICOBAR UNION TERRITORY HEALTH MISSION
&
OFFICE OF THE STATE HEALTH SOCIETY (A&N ISLANDS)

Vacancy Notice (Contractual)

Sl. No.	Name of the Post	Educational Qualification	No. of Post	Salary	Job Profile	Last date of receipt of application	Interview time, date, & venue
1.	Administrative Assistant	<ul style="list-style-type: none"> Graduate with 2 years experience in a Govt. Organization/Public sector undertaking or a recognized society/ Institution Working knowledge of computers. <p>Age up to 65 years</p>	01	Rs. 16,800/- per month Consolidated	All administrative matters including data compilation management of reports and returns, logistics and maintenance of records	19/12/2014 at 4.00 PM	Interview date will be intimated later to the candidates

APPLICATION FORM

Post Applied for:		Self Attested Photograph					
1. Name of the Applicant:							
2. Father's Name:							
3. Date of Birth:				4. Sex:			
5. Present Contact Address with Telephone No.:							
6. Permanent Contact Address with Telephone No.:							
7. Languages spoken/written:							
8. Education: High school onwards, please list all your qualifications							
S.No	Educational Qualification	Institute/ Board & Location	Year	Marks			Full/Part Time/ Distance Learning
				Full Mark	Marks Secured	%	
1.							
2.							
9. Employment Reg. No.:							
Years of experience:							
10 A. Current Employment:							
From (Month / Year)		To (Month / Year)		Designation			
Location of Employment:							
Description of your duties:							
10 B. Previous Employment:							
From Month / Year		To Month / Year		Designation			
Location of Employment:							
Description of your duties:							
The above information furnished by me is correct and true to the best of my knowledge.							
							Signature of the Applicant

Documents to be enclosed with the application:

Attested photocopies of Mark Sheets, Certificates in support of Educational Qualifications, e.g. Degree, Post-graduation, Professional Qualifications etc. (as the case may be)

Experience certificate(s) specifying **NATURE & PERIOD** of experience should be enclosed.

Application should be sent in a cover superscripted "APPLICATION FOR THE POST OF Administrative Assistant and should be addressed to: A & N Union Territory Health Mission, 1st Floor AYUSH Hospital, Atlanta Point, Port Blair-744104, Telefax: 03192-243653/234965, e-mail: nrhm.anislands@gmail.com

GENERAL INFORMATION

- The appointment will be made purely on merit basis.
- Interested candidates fulfilling the eligibility are requested to apply in the prescribed format in A4 size paper.
- While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respects and suppression of information would lead to disqualification at any stage.
- Interested candidates shall be ready to work in remote / hard areas as and when directed and also may have to travel to remote/hard areas as required.
- Incomplete/defective applications, applications without photograph of the candidates shall be summarily rejected.
- The engagement will be on contract basis for 11 months from the day you sign the contract. Any extension or renewal of your appointment beyond this duration, if any, will be subject to a review on your performance and contribution in your work and an agreement on terms that must be mutually agreed upon. However this would not be construed in any manner a promise for the regular appointment.
- No individual call letters will be issued for appearing in the interview. Eligible candidates who have submitted application are required to attend the interview as per the date given above.
- No TA/DA shall be payable for appearing in the interview.

Mission Director
UT Health Mission