



ANDAMAN & NICOBAR UNION TERRITORY HEALTH MISSION

&

OFFICE OF THE STATE HEALTH SOCIETY (A&N ISLANDS)

Vacancy Notice

Sl. No.	Name of the Post	No. of Post	Proposed essential Educational Qualification	Consolidated Salary (In Rs.)
1.	State Project Manager	01	<p>Essential Educational Qualification and Professional Experience:</p> <ul style="list-style-type: none">• BE / B Tech and MBA “OR” Post Graduate Diploma in Management• “OR” Master’s in Public Health with desired working experience.• 2+ years of experience in a government project, preferably in social sector schemes / missions, Well – versed in MS Office suite. <p>Certifications: Desirable</p> <p>PMP, PRINCEZ CSM, OR Agile Safe, OR PGMP / ITIL</p> <p>Age Limit: - 21 to 60 years.</p>	Rs.75,000
2.	District Project Coordinator	03	<p>Essential Educational Qualification and Professional Experience:</p> <ul style="list-style-type: none">• Bachelor’s degree in any field and MBA “OR” Post Graduate Diploma in Management “OR” Master’s in Public Health with desired working experience.• 1+ year of experience in a government project, preferably in social sector schemes/missions, well–versed in MS Office suite. <p>Age Limit: - 21 to 60 years.</p>	Rs.40,000/ -

3.	HMIS Manager	01	<p>Essential Educational Qualification and Professional Experience:</p> <ul style="list-style-type: none"> • BE / B Tech “OR” any engineering degree “OR” MBA / Post Graduate Diploma in Management “OR” Master’s in Public Health / MBBS / BDS from a recognized institute with desired working experience. • Preferably 2+ years of experience in a government project. • Proficiency in MS Office suite. <p>Age Limit: - 21 to 60 years.</p>	Rs.40,000
4.	MIS / Data Analyst	01	<p>Essential Educational Qualification and Professional Experience:</p> <ul style="list-style-type: none"> • BE/B.Tech “OR” MCA“OR”MBA/Post Graduate Diploma in Management “OR” Master’s in Public Health from recognized institute. • 3+ years of working experience. • Proficiency in MS Office suite. • Preference will be given to persons having experience of working in the Health Sector. <p>Age Limit: - 21 to 60 years.</p>	Rs.40,000/ -
5.	System Administrator	02	<p>Essential Educational Qualification and Professional Experience:</p> <ul style="list-style-type: none"> • Any Graduate. • Relevant certifications (e.g. Comp TIA A+, MCSA) will be an advantage. • Proven experience as System Admin, IT Technician or similar role. • Experience with LAN/WAN networks. • Thorough knowledge of computer systems and IT components. • Good knowledge of internet security and data privacy principles. • Excellent troubleshooting skills. • Very good communication abilities. • Exceptional organizing and time-management skills. 	Rs.30,000/ -

			Age Limit: - 21 to 60 years.	
6.	Assistant Project Coordinator	06	<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Bachelor's Degree in any field/ BSc Nursing/General Nursing/Degree/diploma in Medical Lab Technology • Certificate Course in Computer Applications • Proficiency in MS Office suite • Preference shall be given to those from Health Sector <p>Desirable:</p> <p>01 year experience of using MS Office, MS EXCEL</p> <p>Age Limit: - 21 to 60 years.</p>	Rs. 20,000/-
Total		14		
<ul style="list-style-type: none"> • The last date of receipt of application is 11.12.2024. The interview for the post at Sl.No. 1 to 4 will be held on 19/12/2024 in the Chamber of Secretary (Urban Development), Room No. 104, Secretariat, A & N Administration, at 11.00 AM onwards and for Sl.No. 5 & 6 will be held on 18/12/2024 in the Chamber of Mission Director (UTHM), A & N Islands, Annex Building, Secretariat, Sri Vijaya Puram at 10.00 AM onwards. 				

<u>APPLICATION FORM</u>							
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. & Email ID:							
6. Permanent Contact Address with Telephone No. & Email ID:							
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 "....." and should be addressed to: A & N Union Territory Health Mission, Office of State Health Society (A&N Islands), Quarter No. AP-III, Atlanta Point, Sri Vijaya Puram-744104, Telefax: 03192-234965, e-mail: nrhm.anislands@gmail.com

GENERAL INFORMATION:

- i) The appointment will be made purely on merit basis.
- ii) Interested candidates fulfilling the eligibility are requested to apply in the prescribed format in A4 size paper.
- iii) 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.
- iv) 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.
- v) Incomplete/defective applications, applications without photograph of the candidates shall be summarily rejected.
- vi) The engagement will be on Contract basis for period of 11 months from the day you sign the contract within the stipulated period as per the offer of appointment letter. 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 under State Health Society (A&N Islands).
- vii) No individual call letters will be issued for appearing in the interview. Only the eligible candidates who have submitted application are required to attend the interview.
- viii) No TA/DA shall be payable for appearing in the interview.

Mission Director
UT Health Mission