

F.No. 1- 4/ANACS/Appt/99/Vol IV/ 442
OFFICE OF THE PROJECT DIRECTOR
ANDAMAN & NICOBAR AIDS CONTROL SOCIETY
G. B. PANT HOSPITAL COMPLEX

Port Blair Dated the 5th June, 2009

EMPLOYMENT NOTICE

Applications are invited from eligible candidates whose names have been registered with the Employment Exchange for filling up of **three posts of Divisional Assistants** and **one post of Computer Literate Steno** on contract basis in the Andaman and Nicobar AIDS Control Society, Port Blair. The consolidated remuneration has been fixed at Rs 10,000/- per month. The age limit prescribed for the aforesaid post is 62 years. The educational qualification required for the post as per guidelines of National AIDS Control Organization are as follows:

Divisional Assistant: Graduate with computer literacy.

Key functions:

- To assist officers in day to day work and all works entrusted from time to time.
- To help Divisional Officers in file maintenance, initiate correspondences and all other works entrusted from time to time.

Computer Literate Steno: Graduate with computer literacy, skill in stenography 80/30 w.p.m

Key functions:

- To assist officers in day to day work and all works entrusted from time to time.

Interested candidates fulfilling the above requirements may apply to the Project Director, A & N AIDS Control Society, GB Pant Hospital Complex, Port Blair – 744101 latest by **10th July 2009**, enclosing Xerox copies of educational certificates, proof of age, employment registration certificate and one passport size photograph affixed on the right side of the application.

1. The dates for written test for the eligible candidates will be intimated in due course by notices in The Daily Telegrams / other electronic media.
2. Candidates shall be present one hour before the commencement of written test for verification of certificates etc.
3. No separate call letters will be issued to the candidates.
4. In the event of any changes, the same will be informed by publishing notice in The Daily Telegrams / other electronic media.


Project Director