



CENTRAL MEDICAL SERVICES SOCIETY
(Autonomous Body of Ministry of Health & Family Welfare, Government of India)
Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri,
New Delhi-110021
Phone: 011-27410059/6 Website: www.cmss.gov.in

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India has opening for the following positions on contract/ deputation basis. The details of advertisement, the application form and the terms /conditions can be downloaded from CMSS website www.cmss.gov.in

Position	No. of Vacancies	Mode of Recruitment	Application Fee
General Manager (Procurement)	01	On Contract/ By deputation	Rs. 1000.00
Assistant General Manager (Procurement)	01*	On Contract	Rs. 1000.00
Manager (Information Technology)	01	On Contract	Rs. 500.00
Warehouse Manager (Pharmacist)	02*	On Contract	Rs. 500.00

Note: (* The number of vacancies may vary as per requirement)

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: www.cmss.gov.in

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents & application fee in the form of demand draft/ NEFT. Applications complete in all respects to be sent in a sealed envelope marked as "Application for the post of" -----

-----at Central Medical Services Society" to the address The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 05.08.2022. Incomplete applications or application without application fee or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays. (*the number of Vacancies may vary).

Advt. No: CMSS/AN/015 dated 21.06.2022 GM (Administration)



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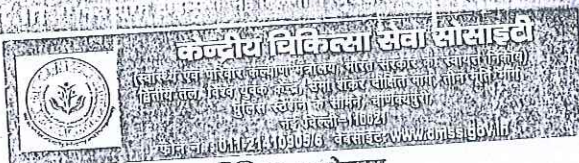
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Advt. No: CMSS/AN/015 dated 21.06.2022 GM (Administration)



केन्द्रीय चिकित्सा सेवा सोसाइटी
(आरोग्य सेवा विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार)
विश्व युवा केंद्र, टीन मूर्ति मार्ग, चानक्यपुरी, नई दिल्ली-110021
फोन: 011-27410059/6 वेबसाइट: www.cmss.gov.in

रिक्त अवसर

केन्द्रीय चिकित्सा सेवा सोसाइटी, (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (एमओएचएफडब्ल्यू), भारत सरकार की केन्द्रीय अधिप्राप्ति संस्था के पास अनुबंध आधार पर निम्नलिखित रिक्तियां उपलब्ध है। विज्ञापन की विस्तृत जानकारी एवं नियम/ शर्तों हेतु सीएमएसएस की वेबसाइट: www.cmss.gov.in देखें।

पद	रिक्तियों की संख्या	नियुक्ति की प्रणाली	आवेदन शुल्क
महाप्रबंधक (प्रापण)	01	अनुबंध/ प्रतिनियुक्ति आधार पर	रु. 1000.00
सहायक महाप्रबंधक (प्रापण)	01*	अनुबंध आधार पर	रु. 1000.00
प्रबंधक (सूचना प्रौद्योगिकी)	01	अनुबंध आधार पर	रु. 500.00
वेयर हाऊस प्रबंधक (फार्मासिस्ट)	02*	अनुबंध आधार पर	रु. 500.00

नोट: (* रिक्तियों की संख्या आवश्यकता के अनुसार भिन्न हो सकती है) उपरोक्त पदों हेतु न्यूनतम योग्यता, पात्रता, अन्य विवरण एवं आवेदन प्रारूप हेतु केन्द्रीय चिकित्सा सेवा सोसाइटी की वेबसाइट: www.cmss.gov.in देखें।

अपशिष्ट अपर्न: शैक्षिक योग्यताओं, अनुभव एवं पदों से संबंधित अन्य दस्तावेजों की स्व-प्रमाणित प्रतियां एवं आवेदन शुल्क जो डिमांड ड्राफ्ट/ एनईएफटी के रूप में देय हों, को संलग्न कर के दिए गए आवेदन-प्रपत्र में आवेदन निहित करें। सम्पूर्ण रूप से भरे गए आवेदन को एक मुहरबंद लिफाफे में "केन्द्रीय चिकित्सा सेवा सोसाइटी" के पद हेतु आवेदन" चिह्नित करके महाप्रबंधक (प्रापण), केन्द्रीय चिकित्सा सेवा सोसाइटी, द्वितीय तल, विश्व युवा केंद्र, टीन मूर्ति मार्ग, चानक्यपुरी, नई दिल्ली-110021 भेज दें। आवेदन प्राप्ति की अंतिम तिथि 05.08.2022 है। अपूर्ण आवेदन, अंतिम तिथि के पश्चात् प्राप्त आवेदनों एवं "उचित माध्यम" द्वारा नहीं भेजे गए आवेदनों पर विचार नहीं किया जाएगा। सीएमएसएस किसी प्रकार के डाक, विलंब के लिए उत्तरदायी नहीं होगा। (*रिक्तियों की संख्या भिन्न हो सकती है)।

महाप्रबंधक (प्रापण)
विज्ञापन सं: CMSS/AN/015 दिनांक: 21.06.2022

CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)
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Advt. No: CMSS/AN/015 dated 21.06.2022

GM (Administration)



CENTRAL MEDICAL SERVICES SOCIETY
(Ministry of Health & Family Welfare, Government of India)
Recruitment Rules for the post of General Manager (Procurement)

1	Name of Post	General Manager (Procurement)-II
2	Number of Posts	One (01)
3	Method of recruitment whether direct or by deputation or on contract	On contractual basis./ Deputation. The terms for deputation are at Annex-II On direct contract basis , the terms are below:
4	Emoluments	Rs. 1,50,000/- per month (Consolidated – all inclusive) for contractual appointment.
5	Tenure of Post	<i>On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.</i>
6	Age limit	Upto 55 years of age on the last date of application.
7	Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	Educational Qualification: An Engineering Degree/B. Pharma/MBA Experience: <ul style="list-style-type: none"> • Candidate must have post qualification work experience of minimum 15 years in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government <u>AND/OR</u> private industry with Annual turnover of 500 crores or more in the preceding financial years. • Out of the above 15 years , candidate must have at least <u>06 years</u>' experience in whole time capacity in core procurement in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government. • For each of past experience tenure in private industry , the Annual Turnover in preceding year should be Rs. 500Crores or more . • Knowledge of modern Enterprise Resource Planning (ERP) and E-Procurement system . • Knowledge of GFR, Public Procurement Process & related provisions. • Candidate should be proficient in MS Office. • Knowledge of Government e- Market place • Candidate should have good oral and written expression in English.
8	Probation period	6 months
9	Job responsibilities	As given in Annexure -I
10	Period of appointment	<i>For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side.</i> <i>CMSS at its discretion may terminate the services by paying one month salary (in lieu of notice period) and may dispense with the requirement of one month advance notice by the employee by depositing and accept one month's pay in lieu there of.</i>
11	Annual Increment	5% Subject to satisfactory performance as mentioned at point 10.



Job Responsibilities of General Manager (Procurement)

1. To oversee that the procurement (Domestic & Externally Aided Projects) is done in a transparent, efficient and economic manner, in line with the law of the land /or as per bilateral or multilateral or as per mutual agreement with the donor agency as the case may be .
2. To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages in close coordination with the programme/indenting division.
3. Preparing supplier database by incorporating details of contract particulars, product, and license, past performance and product quality problems if any.
4. Preparation /updatation of standard bid document by incorporating all relevant provisions of GFR, relevant GOI Guidelines, Procurement Manual and amendments there to.
5. Award/issue of contract and other related documents.
6. Responsible for bid evaluation, award of contract and post contract management.
7. To ensure grievances redressal of suppliers.
8. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to procurement; distribution and storage of drugs/vaccines/contraceptive/ other public health related items etc.
9. To implement necessary periodical updates in e-procurement and ERP system.
10. Conducting Market Research & keep update in Pharmaceutical Sector Domestic & International.
11. In the matter related to procurement providing technical and managerial advice to Ministry/ Department of Central Government, State Governments/or any other procurement of health sector goods.
12. Any other duties as assigned by the Director General & CEO.



Recruitment Rules for the post of General Manager (Procurement)- On Deputation Basis

(For candidates joining on deputation pay structure will be as per DOPT rules)

Subject: Filing up of 01 (One) post of General Manager (Procurement) in the Level: 12 as per 7th CPC (pre-revised scale of Pay Band 3: Rs.15,600-39,100 + Rs. 7600 (GP) (as per 6th CPC), by Deputation in Central Medical Services Society under Ministry of Health & Family Welfare.

Eligibility criteria for General Manager (Procurement)

Officers of the rank of Under Secretary/Deputy Secretary level of the Central Government possessing the following qualifications and experience are eligible for the post:-

- (a) (i) holding analogous post in level 12 as per 7th CPC (pre-revised scale of PB3: Rs.15,600-39,100 + Grade Pay Rs. 7600/=) or equivalent on regular basis in the parent cadre or department; or
- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis, in the pre-revised pay band of PB-3 Rs. 15,600-39,100 + Grade Pay Rs. 66,00/- (as per 6th CPC) or equivalent in the parent cadre or department;
- (b) Possessing the following educational qualifications and experience :-
- (i) A master /Bachelor's Degree in Engineering or B. Pharma or MBA of a recognised University.
- (ii) Three years' experience in the field of Public Procurement Goods /Services.

Note 1: Period of deputation including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 55 years as on the closing date of receipt of applications.

It is requested that the applications of the eligible officers who are willing to be appointed on deputation basis may be forwarded as per the given address along with two copies of Bio-data (Annexure-2) duly signed by the applicant and certified by the Head of Office/Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

- (i) Complete and up-to-date ACRs/APARs for the last 5 years, duly attested on each page by an officer not below the level of Under Secretary or equivalent.
- (ii) Vigilance clearance certificate.
- (iii) Cadre Clearance and Certificate to the effect that in case the officer so recommended is selected, he/she will be immediately relieved to take charge of the assignment;
- (iv) Certificate regarding imposition of penalties stating that no minor/major penalties have been imposed upon the officer during the last 10 years;
- (v) Integrity Certificate.

The cut-off date for determining eligibility for candidates applying for deputation would be the last date for receipt of application at CMSS.

Bio-Data (Deputation)

1	Name	:	
2	Date of Birth	:	
3	Service	:	
4	Batch	:	
5	Contact Telephone No. (O)	(R)	(M)
6	Educational Qualifications	:	
7	Complete Experience/Posting Profile:		
	Sl.No.	Period	Post held /Organisation
			Cadre post /Deputation post
			Place of posting
			Brief Job description
8	Whether clear from Vigilance angle?	:	YES/NO
9	Whether the Officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period (dates) of deputation.	:	YES/NO
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.		YES/NO
11	Whether any minor/major penalty has been imposed on officer during last 10 years.		YES/NO
12	Last 05 years ACR/APARs, duly attested on each page by an officer not below S.O. attached?		YES/NO
13	Last 5 years ACR/APAR grading:		
	2017-18	2018-19	2019-20
			2020-21
			2021-22
14	Any research paper published	:	
15	Details on trainings attended	:	
16	150-200 word write up as to how you are suitable for said post	:	



CENTRAL MEDICAL SERVICES SOCIETY
(Ministry of Health & Family Welfare, Government of India)
Recruitment Rules for the Post of: Assistant General Manager (Procurement)

1	Name of Post	Assistant General Manager (Procurement)
2	Number of Posts	01*(One)
3	Method of recruitment.	On contract basis.
4	Emoluments	Rs. 80,000/- per month (Consolidated-all inclusive)
5	Tenure of Post	<i>On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance</i>
6	Age limit	Up to 45 years of age as on the last date of the application.
7	Essential Educational Qualification and Experience. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	<p>Educational Qualification: An Engineering Degree/B. Pharma/MBA</p> <p>Experience:</p> <ul style="list-style-type: none"> • Candidate must have post qualification work experience of minimum 06 years in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government <u>AND/OR</u> private industry with Annual turnover of 500 crores or more in the preceding financial years. • Out of the above 06 years , candidate must have at least <u>04 years</u>' experience in whole time capacity in core procurement in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government. • For each of past experience tenure in private industry , the Annual Turnover in preceding year should be Rs. 500Crores or more . • Knowledge of modern Enterprise Resource Planning (ERP) and E-Procurement system . • Knowledge of GFR, Public Procurement Process & related provisions. • Candidate should be proficient in MS Office. • Knowledge of Government e- Market place <p>Candidate should have good oral and written expression in English.</p>
8	Probation period	6- Months
9	Job Responsibilities	As per attached Annexure-I
10	Period of appointment	<p><i>For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side.</i></p> <p><i>CMSS at its discretion may terminate the services by paying one month salary (in lieu of notice period) and may dispense with the requirement of one month advance notice by the employee by depositing and accept one month's pay in lieu there of.</i></p>
11	Annual Increment.	5% Subject to satisfactory performance as mentioned at point 10.



Job Responsibilities: Assistant General Manager (Procurement)

1. To oversee that the procurement (Domestic & Externally Aided Projects) is done in a transparent, efficient and economic manner, in line with the law of the land /or as per bilateral or multilateral or as per mutual agreement with the donor agency as the case may be .
2. To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages in close coordination with the programme/indenting division.
3. Preparing supplier database by incorporating details of contract particulars, product, and license, past performance and product quality problems if any.
4. Preparation /updatation of standard bid document by incorporating all relevant provisions of GFR, relevant GOI Guidelines, Procurement Manual and amendments there to.
5. Award/issue of contract and other related documents.
6. Responsible for bid evaluation, award of contract and post contract management.
7. To ensure grievances redressal of suppliers.
8. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to procurement, distribution and storage of drugs/vaccines/contraceptive/ other public health related items etc.
9. To implement necessary periodical updates in e-procurement and ERP system.
10. Conducting Market Research & keep update in Pharmaceutical Sector Domestic & International.
11. In the matter related to procurement providing technical and managerial advice to Ministry/ Department of Central Government, State Governments/or any other procurement of health sector goods.
12. Any other duties as assigned by the Director General & CEO.



CENTRAL MEDICAL SERVICES SOCIETY
MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA
RECRUITMENT RULES FOR THE POST OF MANAGER (INFORMATION TECHNOLOGY)

1	Name of Post:	Manager (Information Technology)
2	Number of Posts:	01
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Method of Recruitment	On contractual basis.
5	Tenure of the post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.
6	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	(i) B.Tech (CS/IT)/MCA from recognised University. (ii) At least 02 years post qualification experiences in handling website, ERP module, SAP & IT infrastructure in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM. (iv) Must be Computer-Literate, proficient in using MS Office and able to resolve IT related problems. (v) Should have good oral and written skills in English.
8	Probation Period:	6(Six) months.
9	Job responsibilities/ requirements:	As mentioned below
10	Period of appointment:	<i>For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side. CMSS at its discretion may terminate the services by paying one month salary (in lieu of notice period) and may dispense with the requirement of one month advance notice by the employee by depositing and accept one month's pay in lieu there of.</i>
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities:

- 1) Installing & configuring software, hardware & networking. Ensuring security and efficiency of IT infrastructure.
- 2) Monitoring system performance and troubleshooting issues. Upgrade system with new releases and modules.
- 3) Managing of Website of CMSS.
- 4) Training to all the staffs regarding using of all IT modules. Managing entire IT system of CMSS.
- 5) To determine the IT needs of the organisation and responsible for implementing IT infrastructure at CMSS.
- 6) Other duties as assigned the DG & CEO or/and reporting officer.

Central Medical Services Society
Ministry of Health & Family Welfare, Govt. of India
Recruitment Rules for the post of Warehouse Manager (Pharmacist)

1	Name of Post	Warehouse Manager (Pharmacist)
2	Number of Posts	02 *[01 for Jaipur & 01 for Chennai). The location & number of post may vary as per the requirement.
3	Emoluments	Rs. 40,000/- per month.(Consolidated-all inclusive)
4	Method of Recruitment	On contractual basis
5	Tenure of post	On yearly contractual basis initially for a period of 5 years [Renewable on yearly basis subject to satisfactory performance]. For deserving candidates, period of engagement can be further extended on yearly basis subject to satisfactory performance.
6	Age limit	Below 45 years of age as on last date of application.
7	Educational Qualification and experience for recruitment. (Please note that past experience certificate should mention detailed job profile)	a) B. Pharma. degree from a recognised University/Institute & recognized by the Pharmacy Council of India. a) An approved/registered pharmacist under the Pharmacy Act, 1948. b) Minimum 4 years of post-qualification experience[including minimum 02 years of work experience in Central Govt./State Govt./PSU/Autonomous body/Pharmaceutical MNCs/ Hospital of 100 bed] in Pharmaceutical store/ warehouse functions . c) Experience in drugs Storage & Distribution. d) Exposure in handling regulatory audits on store/warehouse/distribution functions of Pharmaceutical. e) Exposure to ERP, GFR and E-procurement system are desirable.
8	Probation period	6 Months
9	Job responsibilities	As mentioned below
10	Period of appointment	<i>For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side. CMSS at its discretion may terminate the services by paying one month salary (in lieu of notice period) and may dispense with the requirement of one month advance notice by the employee by depositing and accept one month's pay in lieu thereof.</i>
11	Annual increase in salary	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities :-

- 1) Orderly warehousing of various categories of products like quarantine, rejected, released, returned or recalls etc.
- 2) Implementation of Good Storage Practices.
- 3) Compliance of all statutory requirements and maintain records.
- 4) Ensure storage at recommended environmental conditions, housekeeping procedure compliances, etc.
- 5) Sampling as per the SOP.
- 6) Traceability of distributed products batch wise.
- 7) Authorized movement of man, machine and goods at warehouse.
- 8) Training of warehousing staff on SOP.
- 9) Investigation of complaints as per the relevant procedure.
- 10) Adherence with the financial, operational and statutory compliances.
- 11) Ensure co-ordination between state nodal officer, program division & head office
- 12) Maintain records of all transactions and assets of warehouse.
- 13) Ensure legal operation of warehouse , including meeting all inspection and other requirement.
- 14) Other duties as specified by the DG & CEO or/ and Reporting Officer.

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Phone: 011-21410905/6 Website: www.cmss.gov.in
Advertisement No.: CMSS/AN/015 dated 08.03.2022
Application for the post of: _____

[Please read General Instructions before filling up the application.]

For office use only

Application No.

Affix a recent passport size
photograph duly attested by
the candidate

Bank details for Application Fee of Rs.1000.00/500.00

i) Bank Draft No:

Date:

ii) Payable at :

iii) In case the amount remitted online, please provide details:

	Name of the post [As stated in the advertisement]	
01.	Name in full (in capital letters) [as stated in 10 th standard marks sheet]	
02.	Father's/Husband's Name	
03.	Date of birth (Date/Month/Year) [As stated in 10 th standard marks sheet]	
04.	Postal address for communication. [Candidates to mention e-mail id, mobile/landline number.] (Mail Id and Mobile are mandatory)	Mail Id: Alternate Mail Id: Mobile No: Alternate Mobile No:
05.	Permanent address [Candidates to mention e-mail id, mobile/landline number.] [If permanent address is the same as postal address for communication, write 'same as postal address.']	Mail Id: Mobile No:
06.	Religion	
07.	Nationality	
08.	Gender	
09.	Category	SC /ST/OBC/Gen
10.	Do you belong to -	Physically Handicapped – Yes / No If YES, please attach an attested copy of certificate issued by the competent authority on the format prescribed by the Government of India.
11.	Have you ever been convicted by a Court of Law or is there any criminal/disciplinary/vigilance case pending	Yes / No If YES please give details in separate sheets.

	against you?					
12.	Educational & Professional Qualification					
Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks	Division/ Class	Specialization

13. Details of employment and experience in reverse chronological order (Attach attested copies of Certificates with details of job description/TOR/ Appointment letter mentioning the job profile meeting the Column -7 of Recruitment Rules of the post applied): (Attach separate sheet, if necessary):

Department/ Institute/ Office	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment From To dd/mm/yydd/mm/yy		Scale of Pay/ Gross salary per Month

14.	Present salary in the Pay Band and Grade Pay/ Pay in the pay scale, and total emoluments or consolidated emoluments in the post currently held:	
15.	Reference:	



I.	Name Designation Postal address Phone number E-mail id	
II.	Name Designation Postal address Phone number E-mail id	
III.	Name Designation Postal address Phone number E-mail id	

16. Details of enclosures: Candidate should attach proof of application fee DD/NEFT details, self-attested copies of qualification & experience. If space is not sufficient, attach separate sheet in the format given below):

Sl.	Description	Page No.

17. I hereby declare that I fully meet the requirement of Sr No.6 & 7 of the recruitment rule & attached the documents at Sr. No. /page No. in support of meeting the age, qualification & past experience requirement.

DECLARATION

I hereby declare that I have carefully read and understood the ‘General Instructions to Candidates’ and that all the entries in this form are true to the best of my knowledge and belief. I have enclosed the demand draft No:----- dated --/--/----- of ----- bank in favour of “CENTRAL MEDICAL SERVICES SOCIETY” payable at NEW DELHI / Enclosed the UTR./NEFT details ----- of -----bank. I also declare that I have not concealed any material information that may debar my candidature for the post applied for and I am fulfilling the eligibility conditions. I have also gone through the recruitment rules for the post and as per RR I am eligible for the post. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the organization; my services will be terminated forthwith.

Place:

Date:

Signature of the Applicant



GENERAL INSTRUCTIONS TO CANDIDATES

1. Regarding filling of application & other terms

- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.**
- 1.2 Incomplete/invalid application:** If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.
- 1.3** Instructions are provided below for each column in the application. Please read the instructions before filling the application.
- 1.4 Application Fee:** A fee of **Rs. 1000.00(Rupees One Thousand Only) for the post of General Manager & Asst. General Manager / Rs.500.00(Rupees Five hundred only) for all other posts** . Fees can be paid via demand draft in favour of " CENTRAL MEDICAL SERVICES SOCIETY " **Payable at New Delhi** OR by online payment as per accounts details :

NAME OF ACCOUNT	CENTRAL MEDICAL SERVICES SOCIETY
BANK NAME	STATE BANK OF INDIA
BRANCH NAME WITH ADDRESS	NIRMAN BHAWAN, MAULANA AZAD ROAD, NEW DELHI-110011
BANK ACCOUNT NUMBER	32719062216
IFSC CODE	SBIN0000583
MICR CODE	110002092

Column No.	Description	Instructions
---	Photo	Affix a self-attested recent passport size photograph
---	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
01.	Name in full	As stated in SSLC/10 th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail.
02.	Father's/Husband's name	Married female candidates may, at their option, state their husband's name.
03.	Date of birth	As mentioned in SSLC/10 th standard certificate.
04.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the CMSS will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned person/authorities for redirecting/receiving the communication to your new address. Please mention E-mail Id & Mobile No..
05.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal addresses.
06.	Religion	Please state the religion.
07.	Nationality	Please state Nationality
08.	Gender	Please Mention
09.	Category	Please write the category.
10.	Person with Disability	Strike out the incorrect answer. Person with Disability should attach copy of self-attested medical certificate showing percentage of disability of not less than 40%.

11.	Have you ever been convicted by a Court of Law or is there any criminal/ disciplinary/ vigilance case pending against you?	Please write yes/No. If Yes give details
12.	Essential educational, professional, and technical qualifications	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications
13.	Details of employment and experience	If the advertisement prescribes possession of employment or experience, details should be furnished in this column. Please provide complete information and attach self-attested copies of certificates. Essential Educational Qualification and Experience. Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement. Any of these must be attached as a proof.
14.	Pay in the pay band and Grade Pay/Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held.	Please furnish complete information. If not employed state 'Not applicable'. If not employed in a pay band, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
15.	Referees	Please furnish complete detail of referee.
16.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
17.	Declaration	Please furnish correct details .
18.	Address for forwarding application	Applications complete in all respects to be sent in a sealed envelope marked as " Application for the post of ----- ----- at Central Medical Services Society " to the address The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 05.08.2022. Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays. No application will be received after 5.30 PM. on closing date.

