

## CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)  
2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri,  
New Delhi-110021, Phone: 011-21410905/6  
Website: [www.cmss.gov.in](http://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](http://www.cmss.gov.in)

Position	No. of Vacancies	Mode of Recruitment	Application Fee
Assistant General Manager ( Logistics & Supply Chain)	01	On Contract	Rs. 1000.00
Assistant General Manager (Finance)	01	On Contract	Rs. 1000.00
Manager (Information Technology )	01	On Contract	Rs. 500.00
Office Assistant	01	On Contract	Rs. 500.00
Manager ( Procurement)	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](http://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 of Rs. 1000.00 in the form of demand draft/ NEFT for the post of Assistant General Managers & for other posts application fees of Rs. 500.00 in the form of 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 20.10.2022. Incomplete applications, 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 02.09.2022

GM (Administration)

## केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार की स्थापित विधि।)  
द्वितीय तल/ विश्व युक्त केन्द्र, उमा शंकर मूर्ति मार्ग, तीन मूर्ति मार्ग,  
पुलिस स्टेशन के सामने, चाणक्यपुरी, नई दिल्ली-110021।  
फोन नं. 011-21410905/6 वेबसाइट: [www.cmss.gov.in](http://www.cmss.gov.in)

### रिक्त उद्घोषणा

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 हैं। विज्ञापन की विस्तृत जानकारी एवं नियम/शर्तों हेतु सीएमएसएस की वेबसाइट: [www.cmss.gov.in](http://www.cmss.gov.in) देखें।

पद	रिक्तियों की संख्या	नियुक्ति की प्रणाली	आवेदन शुल्क
सहायक महाप्रबंधक (लॉजिस्टिक्स एवं सप्लाय चैन)	01	अनुबंध आधार पर	रु. 1000.00
सहायक महाप्रबंधक (वित्तीय)	01	अनुबंध आधार पर	रु. 1000.00
प्रबंधक (सूचना प्रौद्योगिकी)	01	अनुबंध आधार पर	रु. 500.00
कार्यालय सहायक	01	अनुबंध आधार पर	रु. 500.00
प्रबंधक (प्रापण)	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](http://www.cmss.gov.in) देखें।

अभ्यर्थी अपनी शैक्षिक योग्यताओं, अनुभव एवं पदों से संबंधित अन्य दस्तावेजों की स्व-प्रमाणित प्रतियों एवं सहायक महाप्रबंधक के पद हेतु रु. 1000.00 का आवेदन शुल्क जो डिमांड ड्राफ्ट/एनईएफटी के रूप में देय हो, और अन्य पदों हेतु रु. 500.00 का आवेदन शुल्क जो डिमांड ड्राफ्ट/एनईएफटी के रूप में देय हो, को संलग्न कर के दिए गए आवेदन-प्रपत्र में आवेदन निहित करें। सम्पूर्ण रूप भरे गए आवेदन को एक मुहरबंद लिफाफे में "केन्द्रीय चिकित्सा सेवा सोसाइटी में ..... के पद हेतु आवेदन" चिन्हित करके महाप्रबंधक (प्रशासन), केन्द्रीय चिकित्सा सेवा सोसाइटी, द्वितीय तल, विश्व युक्त केन्द्र 8, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021 भेज दें। आवेदन प्राप्ति की अंतिम तिथि: 20.10.2022 है। अपूर्ण आवेदन, अंतिम तिथि के पश्चात् प्राप्त आवेदनों पर विचार नहीं किया जाएगा। सीएमएसएस किसी प्रकार के डाक विलंब के लिए उत्तरदायी नहीं होगा। (\* रिक्तियों की संख्या आवश्यकता के अनुसार भिन्न हो सकती है)

विज्ञापन सं.: CMSS/AN/015 दिनांक: 02.09.2022

महाप्रबंधक (प्रशासन)

## CENTRAL MEDICAL SERVICES SOCIETY

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GM (Administration)



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2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg Chanakyapuri, New Delhi-110021.

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Sr.No.	Name of Post	Number of post	Educational Qualification	Minimum years of post-qualification on work experience.	Monthly Emoluments (in Rs.)	Mode of Rect.
1	Assistant General Manager ( Logistics & Supply Chain)	01	Engineering Degree/B. Pharma/MBA	06	80,000/-	On Contract
2	Assistant General Manager(Finance)	01	MBA( Finance) /ICWA/CA	06	80,000/-	On Contract
2	Manager ( Information Technology )	01	B.Tech(CS/IT) /MCA	02	35000/-	On Contract
3	Manager ( Procurement)	02*	Any Graduate/B.Pharm/B.Tech/MBA	02	35000/-	On Contract
4	Office Assistant	01	Graduate Degree	02	25000/-	On Contract
<b>Note: (* The number of vacancies may vary as per requirement)</b>						

For more details, please visit Central Medical Services Society website: [www.cmss.gov.in](http://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 of Rs.1000.00 in the form of demand draft/NEFT for the post of Assistant General Managers & for other posts application fees of Rs.500.00 in the form of 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, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 20.10.2022.** Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

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**CENTRAL MEDICAL SERVICES SOCIETY**  
**(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)**  
**Recruitment Rules for the post of Assistant General Manager (Logistics & Supply Chain)**

1	Name of Post	<b>Assistant General Manager (Logistics &amp; Supply Chain)</b>
2	Number of Post	01
3	Emoluments	Rs. 80,000/- per month (Consolidated – all inclusive)
4	Method of recruitment	On Contractual basis
5	Tenure of 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	Up to 45 years of age as on last date 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. Proof of annual turn overs should be attached for candidates from industry background).	<p><b>Education Qualification:</b> Engineering Degree/B.Pharma / MBA.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Candidate must have post qualification work experience of minimum 06 years in Central Govt. /State Govt./PSU/Autonomous bodies <u>AND/OR</u> in Pharmaceutical Industry/FMCG/ E commerce / Logistic Service Providers (Company with INR 500 Crores Annual Turn Over in the preceding Financial Year) .</li> <li>• Of the above 06 years, candidate must have at least 04 years' experience in whole time capacity in Store Management /Warehousing/ Transportation/Distribution and Logistics .</li> <li>• Knowledge of Supply Chain System &amp; process having PAN India Operation.</li> <li>• Knowledge of good warehousing practices.</li> <li>• Knowledge of GFR.</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Candidate should have good oral and written expression in English.</li> </ul>
8	Probation period	6 months
9	Job responsibilities	As per attached Annexure
10	Period of appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; 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 Increment in salary	5% Subject to satisfactory performance as mentioned at point 10.



**Main Responsibilities of Assistant General Manager (LSC)**

- To lay down guidelines for efficient management of Logistics and Supply Chain Management of warehouses of CMSS as well as ensure timely supply of goods to Nodal Officer of Programs.
- Implement national/international Best Practices for storage and distribution of health related goods.
- Responsible for maintaining data and MIS pertaining to receipts, dispatches, expiry, near expiry, with details of quantity & cost etc.
- Use MIS data for supply chain efficiencies & improve system and process .
- To design replenishment process and monitor stock out positions.
- Designs and implementation Logistics and Inventory Management System.
- Devise a cost effective transport and distribution systems.
- To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
- Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
- Training to CMSS and other government staff on Good Warehousing Practices.
- Monitoring and evaluate vendors on the laid down parameters.
- Preparation of tender documents for transportation, warehouse infrastructure, maintenance of ware house, relating to ERP system of ware house etc.
- Responsible to publish the tenders as per requirement in prescribed manner.
- Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to distribution and storage of drugs/vaccines/contraceptive etc.
- Advice in matters of Quality Assurance during storage and movement.
- Any other duties as assigned by the DG & CEO or /and Reporting Officer.



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

1	Name of Post	<b>Assistant General Manager (Finance)</b>
2	Number of Posts	01(One)
3	Emoluments	Rs. 80,000/- per month (Consolidated -all inclusive).
3	Method of recruitment	On contract basis.
5	Tenure of 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	Up to 45 years of age as on last date 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. Proof of annual turn overs should be attached for candidates from industry background).	<p><b>Educational Qualification:</b> MBA (Finance)/ICWA/CA.</p> <p><b>Experience :</b></p> <ul style="list-style-type: none"> <li>• Must have post qualification work experience of minimum 06 years.</li> <li>• Of the above 06 years, candidate must have at least 04 years' experience in whole time capacity in Finance &amp; Accounts in Central Govt./State Govt./Public Sector Undertaking/Public Sector Banks /Autonomous body under state &amp; central Governments..</li> <li>• Knowledge of modern ERP Accounting System.</li> <li>• Knowledge of annual book closure process &amp; finalisation of Accounts..</li> <li>• Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions.</li> <li>• Knowledge of GFR</li> <li>• Knowledge of audit by CAG &amp; related processes.</li> <li>• Knowledge of compliance statutory provisions relating to IT Act, GST Act &amp; Registration of Society Act etc.</li> <li>• Knowledge of Budgeting &amp; MIS</li> <li>• Candidate should be proficient in MS Office .</li> <li>• Candidate should have good oral and written expression in English</li> </ul>
8	Probation period	6- Months
9	Job responsibilities	As per attached <b>Annexure</b>
10	Period of appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; 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 in salary	5% Subject to satisfactory performance as mentioned at point10



## Annexure

### Main Responsibilities of Assistant General Manager (Finance)

- 1) To ensure that procurement is in compliance with applicable laws, regulations and instructions as well as policies and established procedure.
- 2) For Good Governance a coherent and consistent set of principles, rules and instructions to bring economy, efficiency, accountability and transparency in the management and utilization of public resources.
- 3) Assist in conducting internal audit , statutory Audit, Tax Audit, CAG Audit of the Society.
- 4) To prepare annual budget estimates of the society & Monitoring of same on quarterly basis.
- 5) To ensure timely payment to suppliers and redressal of their grievance in a time bound manner.
- 6) To put in place a sound system of internal control designed to provide reasonable assurance regarding –economy, accountability, reliability of financial reporting and prevention of fraud & irregularities.
- 7) Continuous review of existing financial systems in terms of procurement of health sector goods, equipment and services.
- 8) To establish a market intelligence and cost study cell.
- 9) Provide assistance in the development of the IT based database solution/ERP to cover financial control and monitoring.
- 10) Assist in the development of training material covering financial aspects of procurement and supply chain solution.
- 11) Tender advice on other financial matters concerning of the society.
- 12) To provide financial and managerial advice to CMSS.
- 13) Collect and report MIS pertaining to receipts, accounts payables etc.
- 14) Use data to drive supply chain and procurement efficiencies.
- 15) Monitoring and evaluate vendors on the laid down parameters.
- 16) Any other duties as assigned by 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 MANAGER (INFORMATION TECHNOLOGY)**

1	Name of Post:	<b>Manager (Information Technology)</b>
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	As mentioned below
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. <i>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 thereof.</i> However, services can be terminated/relieved by serving one month's notice by either side.
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 MANAGER (PROCUREMENT)**

1	Name of Post:	<b>Manager (Procurement)</b>
2	Number of Posts:	02*
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Method of Recruitment	On contract basis
5	Tenure of 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) Any Graduate /B.Pharma /B.Tech /MBA from a recognised University. (ii) At least 02 years post qualification experiences in core Procurement work in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM and GFR. (iv) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled procurement Module. (v) Should have good oral and written skills in English.
8	Probation Period:	6(Six) 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 &amp; CEO . 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 thereof.</i>
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

**Job Responsibilities:**

1. Preparation of bidding documents including all special conditions and general terms & conditions.
2. Responsible for bid evaluation, award of contract and post contract management.
3. To deal with all litigation matters in Courts and Arbitration.
4. Assist in training needs assessment for procurement, distribution and storage of drugs/vaccines/contraceptive and in the preparation of training materials.
5. To arrange for Audit of procurement and related issues.
6. Other duties as specified by 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 Office Assistant**

1	Name of Post	Office Assistant
2	Number of Posts	1 (One)
3	Emoluments	Rs. 25,000/- per month.(Consolidated)
4	Method of recruitment	On contractual basis.
5	Tenure of 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	Below 40 years of age as on last date of submission of application.
7	Educational Qualification and experience required for recruitment. <b>(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.</b>	(i) Bachelor Degree from a recognized University (ii) Should be proficient in short hand/typing in English with minimum speed of 80 words in shorthand and 40 words per minute in typing. (iii) At least 2(two) years of experience working with Officers of central/state Govt/PSUs/Autonomous bodies/Judges. (iv) Must be Computer-Literate, proficient in using MS office. (v) Conversant with file/record handling
8	Probation period	6 (Six) Months
9	Job responsibilities	As mentioned below
10	Period of appointment	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. <i>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 thereof.</i> However, services can be terminated/relieved by serving one month's notice by either side.
11	Annual increase in salary	5% Subject to satisfactory performance as mentioned at point 10.

**Main Responsibilities:-**

1. Mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the DG & CEO more time to devote himself do the work.
2. To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her.
3. Taking dictation in shorthand and its transcription in the best possible manner.
4. Keeping a note of the movement of all incoming & outgoing papers , files, etc.
5. Generally assisting the officer in such a manner as he may direct.
6. Any other duties as assigned by the DG & CEO or/and Reporting Officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)  
2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021  
Phone: 011-21410905/6 Website: [www.cmss.gov.in](http://www.cmss.gov.in)  
Advertisement No.: CMSS/AN/015 dated 02.09.2022  
Application for the post of: \_\_\_\_\_

[Please read General Instructions to Candidates 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

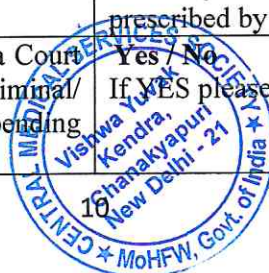
i) Bank Draft No:

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 <sup>th</sup> standard marks sheet]	
02.	Father's/Husband's Name	
03.	Date of birth (Date/Month/Year) [As stated in 10 <sup>th</sup> 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	<b>SC /ST/OBC/Gen</b>
10.	Do you belong to -	<b>Physically Handicapped – Yes / No</b> 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/court case pending against you?	Yes / No If YES please give details in separate sheets.



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		Scale of Pay/ Gross salary per Month
			From	To	
			dd/mm/yy	dd/mm/yy	

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 NO TA/DA will be paid for appearing the selection test.**
- 1.5 Application Fee:** A fee of **Rs. 1000.00(Rupees One Thousand Only )** for the post of **Assistant General Manager ( Logistics & Supply Chain) / Rs.500.00(Rupees Five hundred only )** for all other posts 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 <sup>th</sup> 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 <sup>th</sup> 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/court 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. <b>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.</b>
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.	Address for forwarding application	Applications complete in all respects to be sent in a sealed envelope marked as " <b>Application for the post of</b> ----- ----- <b>at Central Medical Services Society</b> " to the address <b>The General Manager (Administration), Central Medical Services Society, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 20.10.2022. 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.</b>

