

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyaपुरi, New Delhi-110021
Phone: 011-21410905/6 Website: www.cmss.gov.in

VACANCY ANNOUNCEMENT

In pursuant to revision in salary structure in Central Medical Services Society (CMSS), Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, the last date of submission of application against advt. no CMSS/AN/015 dated 04.07.2023 is extended till **10.10.2023**. The revised vacancy position with salary structure is as given below. The details of advertisement, application form, general terms & conditions can be downloaded from CMSS website www.cmss.gov.in.

Sr. No	Name of the posts	No. of post	Monthly Emoluments (In Rs)	Age as on last date of application
01	Assistant General Manager (Logistics & Supply Chain)	01	1,00,000/-	45 years
02	Assistant General Manager (Finance)	01	1,00,000/-	45 years
03	Assistant General Manager (Procurement)	02	1,00,000/-	45 years
04	Manager (Procurement)	02	50,000/-	40 years
05	Manager (Information Technology)	01	50,000/-	40 years
06	PS to DG & CEO	01	50,000/-	40 years

CMSS/AN/015 dated. 15.09.2023 GM(Administration)



केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त निकाय)

द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग, चाणक्यपुरी,

नई दिल्ली-110021, फोन: 011-21410905/6

वेबसाइट: www.cmss.gov.in

रिक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoHFW), भारत सरकार की केंद्रीय अधिप्राप्ति संस्था, में वेतन संरचना में संशोधन के आधार पर विज्ञापन संख्या CMSS/AN/015 दिनांक 04.07.2023 के लिए आवेदन जमा करने की अंतिम तिथि को 10.10.2023 तक बढ़ाया जा रहा है। संशोधित पद एवं वेतन संरचना नीचे दर्शायी गयी है। विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों का विवरण सीएमएसएस वेबसाइट www.cmss.gov.in से डाउनलोड किया जा सकता है।

क्र सं.	पद का नाम	पदों की संख्या	मासिक परिलब्धियाँ (रुपये में)	आवेदन की अंतिम तिथि को आयु
01	सहायक महाप्रबंधक (लॉजिस्टिक्स एवं सप्लाय चैन)	01	1,00,000/-	45 वर्ष
02	सहायक महाप्रबंधक (वित्तीय)	01	1,00,000/-	45 वर्ष
03	सहायक महाप्रबंधक (प्रापण)	02	1,00,000/-	45 वर्ष
04	प्रबंधक (प्रापण)	02	50,000/-	40 वर्ष
05	प्रबंधक (सूचना प्रौद्योगिकी)	01	50,000/-	40 वर्ष
06	डीजी एवं सीईओ हेतु पीएस	01	50,000/-	40 वर्ष

सीएमएसएस/एएन/015/दिनांक 15.09.2023

महाप्रबंधक (प्रशासन)



CENTRAL MEDICAL SERVICES SOCIETY

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Sr. No	Name of the post	No. of post	Monthly Emoluments (in Rs)	Age as on last date of application
01	Assistant General Manager (Logistics & Supply Chain)	01	1,00,000/-	45 years
02	Assistant General Manager (Finance)	01	1,00,000/-	45 years
03	Assistant General Manager (Procurement)	02	1,00,000/-	45 years
04	Manager (Procurement)	02	50,000/-	40 years
05	Manager (Information Technology)	01	50,000/-	40 years
06	PS to DG & CEO	01	50,000/-	40 years
CMSS/AN/015 dated. 15.09.2023			GM(Administration)	



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	Assistant General Manager (Logistics & Supply Chain)
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- per month (Consolidated – all inclusive)
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	Up to 45 years of age as on the 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 turnover should be attached for candidates from industry background).	Educational Qualification: An Engineering Degree/ B.Pharma / MBA Experience: <ul style="list-style-type: none"> • Candidate must have post qualification work experience of minimum <u>06 years</u> 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). • Of the above 06 years, candidate must have at least <u>04 years</u> experience in whole time capacity in Store Management / Warehousing/ Transportation/Distribution and Logistics. • Knowledge of Supply Chain System & process having PAN India Operation. • Knowledge of good warehousing practices. • Knowledge of GFR. • Candidate should be proficient in MS Office. • Candidate should have good oral and written expression in English.
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-I .
10	Period of Appointment	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>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.



Job Responsibilities : 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	Assistant General Manager (Finance)
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- per month (Consolidated -all inclusive).
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	Up to 45 years of age as on the 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.	<p>Educational Qualification: MBA (Finance)/ICWA/CA.</p> <p>Experience :</p> <ul style="list-style-type: none"> • Must have post qualification work experience of minimum 06 years. • Of the above <u>06 years</u>' candidate must have at least <u>04 years</u>' experience in whole time capacity in Finance & Accounts in Central Govt./State Govt./Public Sector Undertaking/Public Sector Banks /Autonomous body under state & central Governments. • Knowledge of modern ERP Accounting System. • Knowledge of annual book closure process & finalisation of Accounts. • Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions. • Knowledge of GFR • Knowledge of audit by CAG & related processes. • Knowledge of compliance statutory provisions relating to IT Act, GST Act & Registration of Society Act etc. • Knowledge of Budgeting & MIS • Candidate should be proficient in MS Office. • Candidate should have good oral and written expression in English
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-I .
10	Period of Appointment	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>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.



Job Responsibilities : 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, 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	02 (Two)
3	Method of recruitment.	On contract basis.
4	Emoluments	Rs. 1,00,000/- per month (Consolidated-all inclusive)
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 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. (Proof of annual turnover should be attached for candidates from industry background).	<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 • Candidate should have good oral and written expression in English.
8	Probation period	6- Months
9	Job Responsibilities	As per attached Annexure-I
10	Period of appointment	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>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	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 /update 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 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	Manager (Procurement)
2	Number of Posts	02 (Two)
3	Emoluments	Rs.50,000/- per month (Consolidated-all inclusive)
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	Not exceeding 40 years as on the 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.	Educational Qualification : Any Graduate /B.Pharma /B.Tech /MBA from a recognised University. Experience : i) At least 02 years post qualification experiences in core Procurement work in any Central/State/PSU/Autonomous Body. ii) Should have knowledge of GeM and GFR. iii) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled procurement Module. iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of Appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO of the Society. However, services can be terminated / relieved by serving one month notice by either side. <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 Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities: Manager (Procurement)

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. 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	Manager (Information Technology)
2	Number of Posts	01 (One)
3	Emoluments	Rs.50,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract 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	Not exceeding 40 years as 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.	Educational Qualification : B.Tech (CS/IT)/ MCA from recognised University. Experience : (i) At least 02 years post qualification experiences in handling website, ERP module, SAP & IT infrastructure in any Central/State/PSU/Autonomous Body. (ii) Should have knowledge of GeM. (iii) Must be Computer-Literate, proficient in using MS Office and able to resolve IT related problems. (iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO of the Society. However, services can be terminated / relieved by serving one month notice by either side. <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 point 10.

Job Responsibilities: Manager (Information Technology)

- 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) Any other duties as assigned 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 Private Secretary to DG&CEO

1	Name of Post	Private Secretary to DG&CEO
2	Number of Posts	1 (One)
3	Method of recruitment	On contract basis.
4	Emoluments	Rs. 50,000/- per month (Consolidated-all inclusive)
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 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. (Please note that past experience certificate should mention detailed job profile)	(i) Bachelor Degree from a recognized University (ii) Should be possessing a short hand/typing speed in English with minimum speed of 100 words per minutes in Shorthand and 50 Words per minutes in typing. (iii) should have minimum 3 (three) years' experience of working as PS/PA/ clerical assistant of Senior Officers of central/state Govt/PSU /Autonomous body/ 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 year by the DG & CEO. However Services can be terminated/relieved by serving one month notice by either side
11	Annual increase in salary	5% Subject to Satisfactory Performance.

Main Responsibilities

- 1) Taking dictation in shorthand and its transcription in the best possible manner.
- 2) Fixing up appointments and if necessary cancelling them;
- 3) Screening the telephone calls and the visitors in a tactful manner;
- 4) Keeping an accurate list of engagements, meetings, etc and reminding the officer sufficiently in advance for keeping them up;
- 5) Maintaining, in proper order, the papers required to be retained by the officer;
- 6) Keeping a note of the movement of all incoming & outgoing papers, files etc.
- 7) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- 8) Carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
- 9) Generally assisting the officer in such a manner as he may direct.
- 10) To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.
- 11) To exercise his skill in human relations and be cordial with the persons visiting office of DG&CEO.



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Phone: 011-21410905/6 Website: www.cmss.gov.in

Advt. No.: CMSS/AN/015 dated 15.09.2023 & Application for the post of :-----

[Please read General Terms & conditions before filling up the application.]

For office use only

Application No.

Affix a recent
passport size
photograph duly
signed by the
candidate

Bank details for Application Fee of Rs.100.00

- i. Bank Draft No: _____ Date: _____
- ii. Payable at :
- iii. In case the amount remitted online, please provide details:

Name of the post applied for (As in advertisement)		
01.	Full Name (in capital letters) [as stated in 10 th standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10 th standard marks sheet] Age as on 10-10-2023	
05.	Address for correspondence with PIN code, E-mail & Contact no. (Mail Id and Mobile are mandatory)	Mail Id: Alternate Mail Id: Mobile No: Alternate Mobile No:
06.	Permanent address [Candidates to mention e-mail id, mobile/landline number.] [If permanent address is the same as correspondence write 'same as correspondence address.']	Mail Id: Mobile No:
07.	Religion	
08.	Nationality	
09.	Gender (Male/Female/TG)	
10.	Category (SC/ST/OBC/Gen/Ex-Serviceman/PwD)	
11.	Whether any criminal case/ disciplinary/ vigilance case pending against you? If YES please give details in separate sheets.	
12.	Whether you were convicted by any court at any time in your life ? If YES please give details in separate sheets.	
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector. If YES please give details in separate sheets.	
14.	Whether any financial liabilities / any other obligations are pending with previous/present employer? If YES please give details in separate sheets.	
15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India. If YES please give details in separate sheets.	



16. Educational & Professional Qualification						
Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma	Year of Passing	% of Marks / CGPA	Division/ Class	Subjects
10 th Standard / Equivalent						
12 th Standard / Equivalent						
Graduation						
Post-Graduation						
Any Others						

17. Details of employment and experience in reverse chronological order (Attach self-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.

Department/ Institute/ Office	Post held	Government/Private Sector	Regular/ Permanent / Contract	Period of employment		Duration (Y & M)	Gross Salary per Month
				From dd/mm/yy	To dd/mm/yy		



18.	Name and address of Reference : (References should be familiar with your academic / professional / work and should not be relatives)	
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	

19. 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.

20. 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

- 1) I hereby declare that I have carefully read and understood the 'General Terms & Conditions' and that all the entries in this form are true to the best of my knowledge and belief.
- 2) 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.
- 3) I undertake to submit the original documentary proof in respect of educational qualifications, working experience, date of birth, address and all other documents submitted by me as and when asked.
- 4) If detained, convicted, debarred etc. subsequent to the completion and submission of the form, the details will be communicated immediately to CMSS, H.Q, failing which it will be deemed to be suppression of factual information.
- 5) 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:

Name and
Signature of the Applicant



GENERAL TERMS & CONDITIONS

Instruction for filling of application

- 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 **TA/DA:-**Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class** rail fare, by shortest route, from the railway station nearest to their address as cited in the application to New Delhi Railway Station/ Delhi Division and back) on submission of the tickets. The payment shall be made through RTGS in due course of time. For the purpose, the candidate(s) are required to submit duly filled TA form which will be made available on the day of selection test.
- 1.5 **Application Fee:** Applicants shall be required to pay application fee of **Rs. 100.00 (Rupees One Hundred Only)** by demand draft in favour of "CENTRAL MEDICAL SERVICES SOCIETY" Payable at New Delhi OR by online payment / NEFT as per below mentioned accounts details :-

[Female, SC/ST , PwBD & Ex-serviceman category applicants need not pay any application fee.]

Note: The fees once paid shall not be refunded or re-adjusted under any circumstances.

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 applied	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
01.	Full Name	Name 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 Name	Father's Name as stated in 10 th standard certificate.
03.	Marital Status (Spouse Name)	State whether married/ unmarried. If yes, mention the spouse name.
04.	Date of birth	As mentioned in SSLC/10 th standard certificate.
05.	Address for correspondence	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.
06.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of correspondence address for communication, you may state 'Same as correspondence address.
07.	Religion	Please state the religion.
08.	Nationality	Please state Nationality
09.	Gender	Please Mention



10.	Category	Please write the category.
11.	Whether any criminal case/ disciplinary/ vigilance case pending against you?	If YES please give details in separate sheets.
12.	Whether you were convicted by any court at any time in your life?	If YES please give details in separate sheets
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector.	If YES please give details in separate sheets.
14.	Whether any financial liabilities / any other obligations are pending with previous / present employer?	If YES please give details in separate sheets.
15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India.	If YES please give details in separate sheets.
16.	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
17.	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 post qualification 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. Please attach self attested copy of relieving certificate of the current employer with your application form.
18.	Reference	References should be familiar with your academic / professional / work and should not be relatives.
19.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
20.	Declaration	Candidate to sign the declaration with date and fill up all the details as mentioned in declaration. If any candidate did not sign the declaration, then the application will be summarily rejected.
21.	Address for forwarding application	Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualification, experience etc and superscribed on the top 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 10.10.2023. No application will be received after 5.30 PM. on closing date.



2. GENERAL TERMS & CONDITIONS

- i) It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement.
- ii) Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith.
- iii) The date of birth is acceptable only as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university
- iv) The date for determining the age of applicants shall be the closing date of receipt of applications.
- v) Candidate who is already in Central / State Government / PSU/ Autonomous Institution services shall submit a "No Objection Certificate" at the time of selection test.
- vi) Certificates in support of experience should be in proper format i.e., it should be on the organization's letter head mentioning date of issue, period of experience, gross salary and the name and designation of the issuing authority along with signature and date.
- vii) CMSS shall verify the antecedents submitted by the applicant at any time of appointment or during the service. If it is detected at any stage that the information given in the application is incorrect / false then the candidature / appointment shall be summarily cancelled / terminated.
- viii) In case of any ambiguity pertaining to the eligibility criteria for the post, or during the entire process of recruitment, the decision of the Competent Authority of the CMSS shall be final. No correspondence will be entertained in this connection from any individual (s) representatives.
- ix) The selection will be based on selection test as prescribed by CMSS.
- x) Any information related to the advertisement shall be displayed in the CMSS Website (www.cmss.gov.in) only. Applicants are advised to visit the website regularly.
- xi) CMSS reserves the right to rectify any discrepancy in the advertisement, if found later, as well as to modify / cancel any communication made to the candidate.
- xii) CMSS also reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- xiii) Any issue not covered in the instruction shall be decided by the Competent Authority of the CMSS and the decision shall be final and binding on all applicants.
- xiv) Application Form is available in the website www.cmss.gov.in for download and use.
- xv) Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualifications, experience etc. to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021 by speed post/ Registered post only.**
- xvi) The last date of receipt of application is **10.10.2023.**
- xvii) The application along with all serially page-numbered enclosures/documents in support of the candidature must be sent in an envelope of suitable size and quality. The envelop should be superscribed on the top as APPLICATION FOR THE POST OF -----
-----AGAINST ADVT. No. CMSS/AN/015/2023 DATE – 15.09.2023
- xviii) Application received after the last date (10-10-2023) will not be entertained. CMSS shall not be responsible for any postal delay.
- xix) Canvassing in any form by the candidate or on behalf of the candidate shall be treated as disqualification of candidature.
- xx) Those who have applied earlier against the advt. no. CMSS/AN/015 dated 04.07.2023 need not apply afresh.

