

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021,
Phone: 011-21410905/6 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 invite applications from eligible Indian citizens for the following positions on contract / deputation basis. The details of advertisement, application form, general terms & conditions can be downloaded from CMSS website: www.cmss.gov.in The last date of receipt of applications by post is **03.10.2023**

Sr. No	Name of the post	No. of post	Monthly Emoluments (in Rs.)	Age as on last date of application	Mode of Recruitment
01	General Manager (Procurement)-II	01	1,50,000/-	55 Years	On Contract / By deputation
02	General Manager (Quality Assurance)	01	1,50,000/-	55 Years	On Contract / By deputation

Advt. No: CMSS/AN/015 /dated 18.08.2023 GM (Administration)



केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त निकाय)
द्वितीय तल, विश्व युवक केन्द्र, तीन गुरी मार्ग, चणक्यपुरी,
नई दिल्ली-110021, फोन: 011-21410905/6
वेबसाइट: www.cmss.gov.in

रक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoHFW), भारत सरकार की केन्द्रीय अधिप्राप्ति संस्था, अनुबंध/प्रतिनियुक्ति के आधार पर निम्नलिखित पदों के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करती है। विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों का विवरण सीएमएसएस वेबसाइट www.cmss.gov.in से डाउनलोड किया जा सकता है। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 03.10.2023 है।

क्र सं.	पद का नाम	पद की संख्या	मासिक परिलब्धियाँ (रुपये में)	आवेदन की अंतिम तिथि को आयु	भर्ती का तरीका
01	महाप्रबंधक (प्रापण)-II	01	1,50,000/-	55 वर्ष	अनुबंध पर/ प्रतिनियुक्ति द्वारा
02	महाप्रबंधक (गुणवत्ता आश्वासन)	01	1,50,000/-	55 वर्ष	अनुबंध पर/ प्रतिनियुक्ति द्वारा

विज्ञापन संख्या: सीएमएसएस/एन/015/दिनांक 18.08.2023 महाप्रबंधक (प्रशासन)



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Advt. No: CMSS/AN/015 /dated 18.08.2023

GM (Administration)



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

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	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: 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 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.500 Crores 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 thereof.</i>
11	Annual Increment	5% Subject to satisfactory performance as mentioned at point 10.



Job Responsibilities of General Manager (Procurement)-II

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 / updation 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 specified or assigned by the Director General & CEO.



Recruitment Rules for the post of General Manager (Procurement)-II 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)-II 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)-II

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.

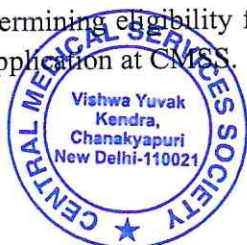
Note 1: Period of deputation including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years.

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.



Applications complete in all respects may be sent **“Through proper channel”** at the given address: **The GM (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi 110021. Last date of submission of application is 03-10-2023.** The Vacancy circular along with enclosures can also be downloaded from Organisation’s official website i.e. www.cmss.gov.in Incomplete applications, or those received after the closing date of receipt of applications and applications not received **“Through proper channel”** may not be entertained.

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

All the Ministries/Departments are requested to circulate the vacancy in their attached /sub-ordinate offices/ autonomous bodies/ educational and other research institutions/ universities.



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

1	Name of Post	General Manager (Quality Assurance)
2	Number of Posts	One (01)
3	Emoluments	Rs. 1,50,000/- per month (Consolidated – all inclusive) for contractual appointment.
4	Method of recruitment whether direct or by deputation or on contract.	On contract basis/ Deputation The terms for deputation are at Annex-II. On direct contract basis, the terms are below:
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 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). Proof of annual turnover should be attached for candidates from industry background.	Educational Qualification: M. Pharma./ M.Sc.(Chemistry)/ M.Sc.(Analytical Chemistry) Experience: <ul style="list-style-type: none"> • Candidate must have post qualification work experience of minimum 15 years in Central Govt. /State Govt./PSU/Autonomous body/ Pharmaceutical Industry (with INR 500 Crores Annual Turn Over in the preceding financial year) . • Of the above 15 years, candidate must have at least <u>06 years</u> experience in whole time capacity in Quality Control/Quality Assurance/Analytical R&D of pharmaceutical products. • For each of past experience tenure in private industry, the Annual Turnover in preceding year should be Rs. 500 Crores or more. • Knowledge of Drug & Cosmetic Act 1940, Medical Devices Rules 2017 and amendments thereof, Pharmacopeia, The Insecticide Act 1968, New Drugs Rules, and CDSCO Functions is desirable. • 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 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 thereof.</i>
11	Annual Increment	5% Subject to satisfactory performance as mentioned at point 10.



Job Responsibilities of General Manager (Quality Assurance)

- 1) To ensure that all procured goods are of the highest quality and meet the specifications as per the purchase order.
- 2) To ensure that the quality does not deteriorate during storage and distribution.
- 3) To put in place excellent, quality assurance system through the procurement cycle starting from sourcing till final distribution to ensure the quality of health sector goods.
- 4) Providing advice on all technical issues relating to procurement of Health Sector Goods.
- 5) To conduct inspection & testing of contracted goods to ensure supply as per contract specifications.
- 6) Assessment of vendors, vendor rating and registration of suppliers to maintain directory of suppliers.
- 7) Assessment and empanelment of external inspection agencies.
- 8) To provide inputs to the Supply Chain Management System.
- 9) E-procurement relating to quality assurance issues.
- 10) Any other duties as specified or assigned by the Director General & CEO.



Recruitment Rules for the post of General Manager (Quality Assurance) On Deputation Basis

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

Subject: Filing up of one (01) post of General Manager (Quality Assurance) 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 (Quality Assurance)

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) M. Pharma / M.Sc. (Chemistry) / M.Sc. (Analytical Chemistry) from recognised University.
- (ii) Three years' experience in any of the fields such as State Drug Controller/Central Drug Controller/State Drug Testing Laboratories /Central Drug Testing Laboratories.

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;
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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:		
	2018-19	2019-20	2020-21
			2021-22
			2022-23
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 (Attach Separate Sheet)	:	



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Advt. No.: CMSS/AN/015 dated 18.08.2023 & 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 03.10.2023	
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 / Stream
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

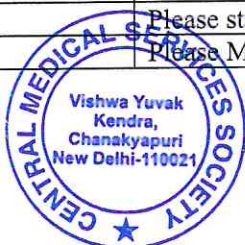
- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.
- 1.2 **Incomplete/invalid application:** If any column is left unfilled, such an application will be 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/ AC Chair Car** 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, PwD & 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 03.10.2023. 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 **03-10-2023.**
- 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 – 18-08-2023.
- xviii) Application received after the **last date (03-10-2023)** 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.

