

THE TIMES OF INDIA, NEW DELHI  
THURSDAY, OCTOBER 26, 2023

### CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under 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

#### 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 position on contract basis. The details of advertisement, application form, general terms & conditions can be downloaded from CMSS website [www.cmss.gov.in](http://www.cmss.gov.in). The last date of receipt of applications by post is 08.12.2023.

Sr. No.	Name of the post	No. of posts	Monthly Emoluments (In Rs.)	Age as on last date of application	Mode of Recruitment
01	General Manager (Administration)	01	1,50,000/-	55 Years	On Contract

Advt. No: CMSS/AN/015/dated 26/10/2023 GM (Administration)



नई दिल्ली, गुरुवार, 26 अक्टूबर 2023

05

### 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 केन्द्रीय अधिप्राप्ति संस्था, अनुबंध 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](http://www.cmss.gov.in) से डाउनलोड किया जा सकता है। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 08.12.2023 है।

क्र. सं.	पद का नाम	पदों की संख्या	मासिक परिलब्धियाँ (रुपये में)	आवेदन की अंतिम तिथि को आयु वर्ष	भर्ती का तरीका
01	महाप्रबंधक (प्रशासन)	01	1,50,000/-	55 वर्ष	अनुबंध पर

विज्ञापन संख्या: सीएमएसएस/एएन/015/दिनांक 26.10.2023 महाप्रबंधक (प्रशासन)



# Hindustan Times | MY DELHI

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GM (Administration)



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Advt. No: CMSS/AN/015 /dated 26.10.2023

GM (Administration)



# CENTRAL MEDICAL SERVICES SOCIETY

(Ministry of Health & Family Welfare, Government of India)

## Recruitment Rules for the post of General Manager (Administration).

1	Name of Post	General Manager (Administration)
2	Number of Posts	One (01)
3	Emoluments	Rs. 1,50,000/- per month (Consolidated – all inclusive)
4	Method of recruitment whether direct or by deputation or on contract.	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 55 years of age as on last date of submission of the application.
7	Educational Qualification and Experience required for recruitment	<b>Educational Qualification:</b> MBA <b>Experience:</b> <ul style="list-style-type: none"><li>• Candidate must have post qualification work experience of minimum 15 years in Central Govt. /State Govt./PSU/Autonomous bodies/Govt Affiliated or approved Organisation/ AICTE/UGC approved Institute/ organisation.</li><li>• Out of the above 15 years, candidate must have at least 06 years' experience in whole time capacity in core Administration and Human Resource Management in Central Govt./State Govt./PSU/Autonomous Body.</li><li>• Working knowledge and experience of MS Office and Human Resource Management Software</li></ul>
8	Probation period	6 months
9	Job responsibilities/ requirements	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.</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.



**Annexure.**

**Main Responsibility of General Manager (Administration)**

- 1) All Administrative /Establishment matters relating to CMSS.
- 2) Supervision of work relating to establishing, creation & filling up of post, framing of RR, Logistics, Travel, Office Automation and other matter related to IT etc.
- 3) Human Resources /Personnel function of the Society relating to employees policy, performance appraisal, grievance procedures, discipline, policy and procedure development and procedure development and implementation of same, benefits administration, payroll etc.
- 4) Maintenance of order and discipline.
- 5) To arrange meetings of General Body and Governing Body. Agenda development and taking the official minutes of the Society meetings.
- 6) Management and co-ordination of work.
- 7) Preparation of Annual Report.
- 8) Putting in place a Grievance Redressal Mechanism and matters relating to RTI.
- 9) Other duties as specified by the Director General /CEO.



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**Phone: 011-21410905/6 Website: [www.cmss.gov.in](http://www.cmss.gov.in)**

**Advt. No.: CMSS/AN/015 dated 26.10.2023 & 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 <sup>th</sup> standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10 <sup>th</sup> standard marks sheet] <b>Age as on 08.12.2023</b>	
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 ( <b>Male/Female/TG</b> )	
10.	Category ( <b>SC /ST/OBC/Gen/ Ex-Serviceman/PwD</b> )	
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 <sup>th</sup> Standard / Equivalent						
12 <sup>th</sup> 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		







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

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 <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 Name	Father's Name as stated in 10 <sup>th</sup> 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 <sup>th</sup> 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. <b>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.</b> <b>Please attach self-attested copy of relieving certificate of the current employer with your application form.</b>
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 " <b><u>Application for the post of General Manager ( Administration) at Central Medical Services Society</u></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 08.12.2023. No application will be received after 5.30 PM. on closing date.</b>



## 1. 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](http://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](http://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, 2<sup>nd</sup> 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 **08-12-2023.**
- 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 – 26-10-2023.
- xviii) Application received after the **last date (08-12-2023)** 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.

