

CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)

2nd Floor, VishwaYuvak Kendra, TeenMurtiMarg, 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, has opening for the following positions on direct contract basis. The details of advertisement, the application form and the terms /conditions can be downloaded from CMSS website www.cmss.gov.in.

Position	No. of Vacancies	Mode of Recruitment
Accounts Officer	01	On Contract
Manager (Logistics & Supply Chain)	03	On Contract
Manager (Procurement)	02	On Contract
Manager (Quality Assurance)	02	On Contract
Manager (Administration)	01	On Contract

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents. Applications complete in all respects to be sent by Speed Post & by e-mail (both) to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021.** The last date of receipt of application is **10.05.2021.** Incomplete applications, or those received (on e-mail) after the last date will not be entertained. CMSS will not be responsible for any postal delays.

e-mail: cmss.admn2021@gmail.com

Advt. No: CMSS/AN/269/09-04-2021 GM (Administration).

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**RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER,
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF
HEALTH & FAMILY WELFARE**

1	Name of Post	Accounts Officer
2	Number of Posts	1 (One)
3	Emoluments	Rs. 40,000/- per month (Consolidated)
4	Whether Selection/ Contractual Post	On contractual basis initially for a period not exceeding 2 years renewable subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age	Below 63 years as on 1 st January of the year of recruitment.
6	Educational Qualification and Experience required for recruitment	(i) Bachelors Degree from a recognised University. (ii) 10 years of work experience in Accounting and Finance in Central/ State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (iii) Good working knowledge of Government Financial Rules and Systems. (iv) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel) and experience of TALLY Software. (v) Strong accounting and financial analytical skills with a demonstrated record of accuracy.
7	Method of recruitment whether direct or by deputation or on contract basis.	On contractual basis
8	Job responsibilities/ requirements	As mentioned below
9	Period of appointment	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
10	Annual increase in emoluments	5% subject to satisfactory performance.

Job Responsibilities : Accounts Officer

- 1) Handling of entire system of receipts and payments budgets/ advances/interacting with banks.
- 2) Payment of salaries & consolidated monthly fee to personal working in CMSS.
- 3) Preparation of different statement, reports and reference on periodical basis including the Annual Budget.
- 4) Maintenance of Expenditure Control Register and Audit Objection Register.
- 5) Calculation, deduction of TDS and preparation of Statement for TDS returns.
- 6) Handling cash.
- 7) Verification of bills & voucher.
- 8) Ensure authenticity of expenses before payments.
- 9) Vouchers preparation & filling works.
- 10) Maintain inward and outward register & asset register etc.
- 11) Preparation of financial reports.
- 12) Maintain accounts of the Society through Tally Software.
- 13) Assist in internal Audit and Statutory audit of Accounts.
- 14) Undertake any other assignments, which may be assigned from time to time by the DG & CEO.

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RECRUITMENT RULES FOR THE POST OF MANAGER (L&SC),
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF
HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Logistics and Supply Chain)
2	Number of Posts:	03 (Three)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Science Graduate / B.Pharma / B.Tech / BCA / MBA/ MCA from a recognised University. (ii) At least two years post qualification experience in core warehousing (store) / transport & logistics / Supply Chain Work in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled logistics and supply chain Module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below.
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract renewed.

Job Responsibilities:

1. 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.
2. Collect and report MIS pertaining to receipts, dispatches, expiry, near expiry fill rates vendor fill rates, etc.
3. Use data to drive supply chain efficiencies.
4. Designs and implementation Logistics and Inventory Management Systems.
5. Devise a cost effective transport and distribution systems.
6. To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
7. Monitoring and evaluate vendors on the laid down parameters.
8. Any other duties as assigned by the DG & CEO or/and Reporting Officer.

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RECRUITMENT RULES FOR THE POST OF MANAGER
(PROCUREMENT), CENTRAL MEDICAL SERVICES SOCIETY,
DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Procurement)
2	Number of Posts:	02 (Two)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Science 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.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

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.

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RECRUITMENT RULES FOR THE POST OF MANAGER (QUALITY ASSURANCE), CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Quality Assurance)
2	Number of Posts:	02 (Two)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) B.Pharm / M. Pharma from a recognised University. (ii) At least two years post qualification experience in Pharmaceutical related QA work (testing & quality checks for drugs/medical devices etc.) in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled quality assurance module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below .
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

Job Responsibilities:

- 1) 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.
- 2) Ensure timely sampling of drugs.
- 3) To conduct inspection & testing of contracted goods to ensure supply as per contract specifications.
- 4) Assessment of vendors, vendor rating and registration of suppliers to maintain directory of suppliers.
- 5) Creation of unified standards for inspection of manufactures and suppliers to assess compliance with good manufacturing practices (GMP).
- 6) Assessment and empanelment of external inspection agencies.
- 7) To provide inputs to the Supply Chain Management System.
- 8) E-procurement relating to quality assurance issues.
- 9) Other duties as specified or assigned by the Director General /CEO or /and Reporting Officer.

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**RECRUITMENT RULES FOR THE POST OF
MANAGER(ADMINISTRATION), CENTRAL MEDICAL SERVICES
SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE**

1	Name of Post:	Manager (Administration)
2	Number of Posts:	01(One)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. For deserving candidates this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Graduate/MBA from recognised University. (ii) At least 02 years post qualification experiences in core Administration/HR/Establishments 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 HR Module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

Job Responsibilities:

- 1) Responsible for handling of all Administrative matters of the Society.
- 2) Supervise and provide work direction to subordinate Administrative Personnel.
- 3) Assist in the management and functioning of the Society by evaluating existing and proposed organizational policies and procedures.
- 4) Implement and monitor administrative and financial policies and procedures, management and coordination of work, record management. Handling public/staff grievances.
- 5) Responsibility of efficient and expeditious disposal of work and checks on delays. To enhance electronically supported office procedures system.
- 6) To look after welfare & security issues. Attend to Court cases.
- 7) Any other duties as assigned the DG & CEO or/and reporting officer.

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CENTRAL MEDICAL SERVICES SOCIETY

2nd Floor Vishwa Yuvak Kendra, 8, Teen Murti Marg,

Chanakyapuri, New Delhi-110021

Application form (On Contract basis) for the post of: _____

Advertisement No.: _____

[Please read General Instructions for filling up application]

For office use only

Application No.

Affix a recent
passport size
photograph(self-
attested)

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

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12.	Educational/Professional and Technical 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): (Attach separate sheet, if necessary):				
Department/ Institute/ Office	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Scale of Pay
			From DD/MM/YYYY	To DD/MM/YYYY	

14.	Present Pay Band and Grade Pay/ Pay in the pay scale, and total emoluments or consolidated emoluments in the post currently held:	
15.	Referees:	
A.	Name Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____
B.	Name Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____
C.	Name Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____
16	Are you a member of any professional body? If yes, give details:	

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GENERAL INSTRUCTIONS FOR FILLING UP APPLICATION

1. How to fill the 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.

Column No.	Description	Instructions
---	Photo	Affix a recent passport size photograph (Self-Attested).
---	Post No.	Should be exactly same as given in advertisement.
---	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
---	Area of the post	Should be exactly as stated in the Advertisement. If separate areas for a post are mentioned in the Advertisement, the area for which application is made should be written.
01.	Name in full	As stated in SSLC/10 th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail.
02.	Father's/Husband's name	Married female candidates may, at their option, state their husband's name.
03.	Date of birth	As mentioned in SSLC/10 th standard certificate.
04.	Postal address for communication	Please write complete postal address with PIN code, contact No. and e-mail ID. 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.
05.	Permanent address	Please write complete postal address with PIN code, contact No. and e-mail ID. If this address is the same as that of postal address for communication, you may state 'Same as postal address'.
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%.

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11.	Have you ever been convicted by a Court of Law or is there any criminal/ disciplinary/ vigilance case pending against you?	Please write yes/No. If Yes give details
12.	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. Only post qualification Experience will be considered. Please provide complete information and attach self-attested copies of certificates.
14.	Present Pay Band and Grade Pay/ Pay in the pay scale, and total emoluments or consolidated emoluments 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.	Reference	Please furnish complete detail of reference with contact No. and e-mail ID.
16.	Membership of professional body.	Please state complete information. If you are not a member of any professional body, state 'Not applicable' in this column.
17.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
18.	Submitting complete application	Incomplete application or application submitted without enclosure (Educational Qualification & Experience certificates) will be summarily rejected.
19.	Address for forwarding application	General Manager (Administration) CENTRAL MEDICAL SERVICES SOCIETY 2 nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021. Last Date of receipt of Application: 10.05.2021. It is the responsibility of the candidate to ensure that the hard copy of application to reach at above address on or before the last date of receipt.. No application will be received after 5.30 P.M. on last date of receipt of application i.e.10.05.2021.

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