

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, VishwaYuvak Kendra, 8, Teen Murti Marg,
Chanakyapuri, New Delhi-110021

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

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following position on contract basis:

Sl. No.	Position	No. of Vacancies	Mode of Recruitment
1.	Administrative Officer	01	On Contract
2.	Warehouse Manager (Pharmacists)	02	On Contract
3.	Manager (Logistics & Supply Chain)	02	On Contract
4.	Manager (Quality Assurance)	01	On Contract
5.	Private Secretary	01	On Contract
6.	Office Assistant	01	On Contract

For minimum qualification, past experience, eligibility conditions as per approved recruitment rules, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: www.cmss.gov.in

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents. Applications complete in all respects to be sent in a sealed envelope marked as "Application for the post of at Central Medical Services Society" to the address The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 06.09.2021. Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

नई दिल्ली, 5 अगस्त, 2021

दैनिक जागरण

केन्द्रीय चिकित्सा सेवा सोसाइटी

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

द्वितीय तल, विश्व युवक केन्द्र 8, तीन मूर्ति मार्ग,

चाणक्यपुरी, नई दिल्ली-110021

फोन: 011-21410905/6, वेबसाइट: www.cmss.gov.in

रिक्ति उद्घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी, (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (एमओएचएफडब्ल्यू), भारत सरकार की एक केन्द्रीय अधिप्राप्ति संस्था के पास अनुबंध/प्रतिनियुक्ति आधार पर निम्नलिखित रिक्तियां उपलब्ध हैं :

क्र. सं.	पद	रिक्तियों की संख्या	नियुक्ति की प्रणाली
1.	प्रशासनिक अधिकारी	01	अनुबंध आधार पर
2.	वेयर हाऊस प्रबंधक (फार्मासिस्ट)	02	अनुबंध आधार पर
3.	प्रबंधक (लॉजिस्टिक्स एवं सप्लाई चेन)	02	अनुबंध आधार पर
4.	प्रबंधक (गुणवत्ता आश्वासन)	01	अनुबंध आधार पर
5.	निजी सचिव	01	अनुबंध आधार पर
6.	कार्यालय सहायक	01	अनुबंध आधार पर

इच्छुक उम्मीदवार न्यूनतम शैक्षिक योग्यता, पूर्व अनुभव, स्वीकृत भर्ती नियमों के अनुसार पात्रता की शर्तें, अन्य विवरण तथा आवेदन-प्रपत्र के लिए कृपया केन्द्रीय चिकित्सा सेवा सोसाइटी की वेबसाइट www.cmss.gov.in देखें।

अभ्यर्थी अपनी शैक्षिक योग्यताओं, अनुभव, तथा अन्य समर्थक प्रलेखों की स्व-प्रमाणित प्रतियों को संलग्न कर के दिए गए आवेदन-प्रपत्र में आवेदन निहित करें। पूर्ण रूप से भरे गए आवेदन महाप्रबंधक (प्रशासन), केन्द्रीय चिकित्सा सेवा सोसाइटी, द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021 को भेज दें। आवेदन प्राप्त करने की अंतिम तिथि 06.09.2021। अपूर्ण आवेदन, अथवा अंतिम तिथि के पश्चात् प्राप्त आवेदनों पर विचार नहीं किया जाएगा। सीएमएसएस किसी प्रकार के डाक विलंब के लिए उत्तरदायी नहीं होगा।

विज्ञापन सं: CMSS/AN/015 दिनांक: 03.08.2021

महाप्रबंधक (प्रशासन)

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, VishwaYuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021

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

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following position on contract basis:

Position	No. of Vacancies	Mode of Recruitment
Administrative Officer	01	On Contract
Warehouse Manager(Pharmacists)	02	On Contract
Manager(Logistics & Supply Chain)	02	On Contract
Manager (Quality Assurance)	01	On Contract
Private Secretary	01	On Contract
Office Assistant	01	On Contract

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: www.cmss.gov.in.

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 in a sealed envelope marked as “Application for the post of at Central Medical Services Society” to the address **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 06.09.2021.** Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 dated 03.08.2021

GM (Administration)

Central Medical Services Society
Ministry of Health & Family Welfare, Govt. of India
Recruitment Rules for the post of Administrative Officer

1	Name of Post	Administrative Officer
2	Number of Posts	1 (One)
3	Emoluments	Rs. 40,000/- per month (Consolidated)
4	Method of recruitment	On contractual basis
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 on yearly basis subject to satisfactory performance.
6	Age	Below 61 years 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) Bachelors Degree from a recognised University. (ii) 10 years of work experience of administration, and establishment work in a supervisory capacity in Central/State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (iii) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel, PowerPoint). (iv) GFR knowledge is desirable.
8	Job responsibilities	As mentioned below
9	Period of appointment	For retention/ continuation, review of performance every year by the DG & CEO of the Society. However, Services can be terminated/relieved by serving one months notice by either side.
10	Annual increase in emoluments	5% subject to satisfactory performance.

Main 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) Organise the meetings of Governing Body and General Body of the Society.
- 5) Coordinate monitor and direct the acquisition, allocation and use of equipment, supplies, telecommunication systems, office and facility space, records storage and retrieval systems and forms; conducts research and develops procedure to improve efficiency and cost-effectiveness; and monitors expenditures.
- 6) Implement and monitor administrative and financial policies and procedures, management and coordination of work, record management. Handling public/staff grievances.
- 7) Maintenance of order and discipline.
- 8) Responsibility of efficient and expeditious disposal of work and checks on delays. To enhance electronically supported office procedure system.
- 9) To look after welfare & security issues. Attend to Court cases.
- 10) Under take any other assignment, which may be assigned from time to time by the DG & CEO.

Central Medical Services Society
Ministry of Health & Family Welfare, Govt. of India
Recruitment Rules for the post of Warehouse Manager(Pharmacist)

1	Name of Post	Warehouse Manager (Pharmacist)
2	Number of Posts	02 (01 for Guwahati location & 01 for Agartala location).
3	Emoluments	Rs. 40,000/- per month.(Consolidated), subject to tax deduction at source
4	Method of Recruitment	On contractual basis
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 on yearly basis subject to satisfactory performance.
6	Age limit	Below 45 years of age as on last date of application.
7	Educational Qualification and experience for recruitment. (Please note that past experience certificate should mention detailed job profile)	a) B. Pharma degree from a recognised University/Institute & recognized by the Pharmacy Council of India. a) An approved/registered pharmacist under the Pharmacy Act, 1984. b) Minimum 4 years of post-qualification experience[including minimum 02 years of work experience in Central Govt./State Govt./PSU/Autonomous body/Pharmaceutical MNCs/ Hospital of 100 bed] in Pharmaceutical store/ warehouse functions (as store/warehouse in-charge). c) Experience in drugs Storage & Distribution. d) Exposure in handling regulatory audits on store/warehouse/distribution functions of Pharmaceutical. e) Exposure to ERP , GFR and E-procurement system are desirable.
8	Probation period	6 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.

Job Responsibilities

- a) Orderly warehousing of various categories of products like quarantine, rejected, released, returned or recalls etc.
- b) Implementation of Good Storage Practices.
- c) Compliance of all statutory requirements and maintain records.
- d) Ensure storage at recommended environmental conditions, housekeeping procedure compliances, etc.
- e) Sampling as per the SOP.
- f) Traceability of distributed products batch wise.
- g) Authorized movement of man, machine and goods at warehouse.
- h) Training of warehousing staff on SOP.
- i) Investigation of complaints as per the relevant procedure.
- j) Adherence with the financial, operational and statutory compliances.
- k) Ensure co-ordination between state nodal officer, program division & head office
- l) Maintain records of all transactions and assets of warehouse.
- m) Ensure legal operation of warehouse , including meeting all inspection and other requirement.
- n) Other duties as specified by the DG & CEO or/ and Reporting Officer.

Central Medical Services Society
Ministry of Health & Family Welfare, Govt. of India
Recruitment Rules for the post of Manager (LSC)

	Name of Post:	Manager (Logistics and Supply Chain)
2	Number of Posts:	02 (Two)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for a 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 past experience certificate should mention detailed job profile)	(i) Any 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;	On contractual basis.
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, 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.

Central Medical Services Society
Ministry of Health & Family Welfare, Govt. of India
Recruitment Rules for the post of Manager (Quality Assurance)

1	Name of Post:	Manager (Quality Assurance)
2	Number of Posts:	01 (One)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for a 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 past experience certificate should mention detailed job profile)	(i) B.Pharma / 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:	On contractual basis.
9	Job responsibilities/ requirements:	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, 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.

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 contractual basis.
4	Emoluments	Rs. 35,000/- 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 on yearly 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 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.

Central Medical Services Society
(Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of Office Assistant

1	Name of Post	Office Assistant
2	Number of Posts	1 (One)
3	Emoluments	Rs. 25,000/- per month.(Consolidated)
4	Method of recruitment	On contractual basis.
5	Tenure of post	On yearly contractual basis initially for a period of 5 years[Renewable on yearly basis subject to satisfactory performance]. For deserving candidates the period of engagement can be further extended on yearly basis subject to satisfacti 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 proficient in short hand/typing in English with minimum speed of 80 words in shorthand and 40 words per minute in typing. (iii) At least 2(two) years of experience working with Officers of central/state Govt/PSUs/Autonomous bodies/ Judges. (iv) Must be Computer-Literate, proficient in using MS office. (v) Conversant with fic/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. Mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the DG & CEO more time to devote himself do the work.
2. To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her.
3. Taking dictation in shorthand and its transcription in the best possible manner.
4. Keeping a note of the movement of all incoming & outgoing papers , files, etc.
5. Generally assisting the officer in such a manner as he may direct.

CENTRAL MEDICAL SERVICES SOCIETY
(Autonomous body of 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

Application for the post of: _____

Advertisement No.: _____

[Please read General Instructions to Candidates before filling up the application.]

For office use only

Application No.

Affix a recent
passport size
photograph duly
attested by the
candidate

Name of the post [As stated in the advertisement]						
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 (Date/Month/Year) [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.				
12.	Educational & Professional Qualification					
Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks	Division/ Class	Specialization

13. Details of employment and experience in reverse chronological order (Attach attested copies of Certificates): (Attach separate sheet, if necessary):

Department/ Institute/ Office	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Scale of Pay/ Gross salary per Month
			From	To	
			dd/mm/yy	dd/mm/yy	

14.	Present salary in the Pay Band and Grade Pay/ Pay in the pay scale, and total emoluments or consolidated emoluments in the post currently held:	
15.	Reference:	
I.	Name Designation Postal address Phone number E-mail id	

II.	Name Designation Postal address Phone number E-mail id	
III.	Name Designation Postal address Phone number E-mail id	

16. Details of enclosures. If space is not sufficient, attach separate sheet in the format given below):
IMPORTANT: ALL THE ENCLOSURES SHOULD BE ATTESTED and serially page numbered.

Sl.	Description	Page No.

DECLARATION

I hereby declare that I have carefully read and understood the 'General Instructions to Candidates' and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information that may debar my candidature for the post applied for. I have also gone through the recruitment rules for the post and as per RR I am eligible for the post. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the organization; my services will be terminated forthwith.

Place:

Date:

Signature of the Applicant

GENERAL INSTRUCTIONS TO CANDIDATES

1. 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. Only the candidate should attest the photograph.
---	Advt. 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.
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. Please note that the CMSS will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned person/authorities for redirecting/receiving the communication to your new address. Please mention E-mail Id & Mobile No..
05.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal addresses.
06.	Religion	Please state the religion.
07.	Nationality	Please state Nationality
08.	Gender	Please Mention
09.	Category	Please write the category.
10.	Person with Disability	Strike out the incorrect answer. Person with Disability should attach copy of self-attested medical certificate showing percentage of disability of not less than 40%.
11.	Have you ever been convicted by a Court of Law or is there any criminal/ disciplinary/ vigilance case pending against you?	Please write yes/No. If Yes give details
12.	Essential educational, professional, and technical qualifications	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications
13.	Details of employment	If the advertisement prescribes possession of employment or

	and experience	experience, details should be furnished in this column. Please provide complete information and attach self-attested copies of certificates. (Please note that past experience certificate should mention detailed job profile)
14.	Pay in the pay band and Grade Pay/Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held.	Please furnish complete information. If not employed state 'Not applicable'. If not employed in a pay band, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
15.	Referees	Please furnish complete detail of referee.
16.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
17.	Address for forwarding application	Applications complete in all respects to be sent in a sealed envelope marked as <u>"Application for the post of</u> at <u>Central Medical Services Society"</u> 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 06.09.2021. Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays. No application will be received after 5.30 PM. on closing date.