



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: 011-21410096 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 contract/ deputation 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
General Manager (Logistics & Supply Chain)	01	On Contract / By Deputation
Manager (Quality Assurance)	02	On Contract
Manager (Finance)	01*	On Contract
Manager (Information Technology)	01	On Contract
Manager (Procurement)	02*	On Contract
Manager (Legal)	01	On Contract
Pharmacists (Warehouse Manager)	02*	On contract

Note: (* The number of Vacancies may vary as per requirement).

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 & application fee of Rs. 1000.00 in the form of Demand Draft/ NEFT for the post of General Manager (Logistics & Supply Chain) & for other posts application fees of Rs. 500.00 in the form of draft/NEFT. Applications complete in all respects to be sent in a sealed envelope marked as "Application for the post ofat 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 08.04.2022. Incomplete applications, or those received without application fee or received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 Dated: 08.03.2022

GM (Administration)



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

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Manager (Legal)	01	On Contract
Pharmacists (Warehouse Manager)	02*	On contract

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Note: (* The number of vacancies may vary as per requirement)

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 & **application fee of Rs.1000.00 in the form of demand draft/ NEFT for the post of General Manager (Logistics & Supply Chain) & for other posts application fees of Rs.500.00 in the form of draft/NEFT..** 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, VishwaYuvak Kendra, Teen MurtiMarg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 08.04.2022.** Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.(* the number of Vacancies may vary).

Advt. No: CMSS/AN/015 dated 08.03.2022

GM (Administration)



CENTRAL MEDICAL SERVICES SOCIETY
(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)
Recruitment Rules for the post of General Manager (Logistics & Supply Chain)

1	Name of Post	General Manager (Logistics & Supply Chain)
2	Number of Post	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 contract basis/ Deputation The terms for deputation are at given at Annex-II. On direct contract basis, the terms are below:
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 application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof. Proof of annual turn overs should be attached for candidates from industry background).	Education Qualification: Engineering Degree/B.Pharma / MBA. 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 bodies <u>AND/OR</u> in Pharmaceutical Industry/FMCG/ E commerce / Logistic Service Providers (Company with INR 500Crores Annual Turn Over in the preceding Financial Year) . • Of the above 15 years, candidate must have at least 06 years' experience in whole time capacity in Store Management /Warehousing/ Transportation/Distribution and Logistics . • Knowledge of Supply Chain System & process having PAN India Operation. • Knowledge of good warehousing practices. • Knowledge of GFR. • Candidate should be proficient in MS Office. • Candidate should have good oral and written expression in English.
8	Probation period	6 months
9	Job responsibilities	As per attached Annexure
10	Period of appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side.
11	Annual Increment in salary	5% Subject to satisfactory performance as mentioned at point 10.



Main Responsibilities of General Manager (LSC)

- To lay down guidelines for efficient management of Logistics and Supply Chain Management of warehouses of CMSS as well as ensure timely supply of goods to Nodal Officer of Programs.
- Implement national/international Best Practices for storage and distribution of health related goods.
- Responsible for maintaining data and MIS pertaining to receipts, dispatches, expiry, near expiry, with details of quantity & cost etc.
- Use MIS data for supply chain efficiencies & improve system and process .
- To design replenishment process and monitor stock out positions.
- Designs and implementation Logistics and Inventory Management System.
- Devise a cost effective transport and distribution systems.
- To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
- Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
- Training to CMSS and other government staff on Good Warehousing Practices.
- Monitoring and evaluate vendors on the laid down parameters.
- Preparation of tender documents for transportation, warehouse infrastructure, maintenance of ware house, relating to ERP system of ware house etc.
- Responsible to publish the tenders as per requirement in prescribed manner.
- Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to distribution and storage of drugs/vaccines/contraceptive etc.
- Advice in matters of Quality Assurance during storage and movement.
- Any other duties as assigned by the DG & CEO or /and Reporting Officer.



Recruitment Rules for the post of General Manager (LSC) applying on deputation basis.

Subject:- Filing up of one post of General Manager (Logistics & Supply Chain) 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

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 masters/Bachelors Degree in Engineering or B. Pharma. or MBA of a recognised University.
(ii) Having minimum three years experience in either of following fields:
Store keeping/ Logistics/ Supply Chain Activities related to public procurements.

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 56 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 to the undersigned along with two copies of Bio-data .

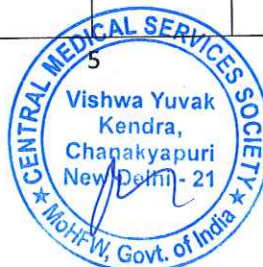
2) duly signed by the applicant and certified by the Head of Office/Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

- (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.



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:		
	2016-17	2017-18	2018-19
			2019-20
			2020-21
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	:	



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:	02
3	Emoluments:	Rs.35,000/- per month (Consolidated- all inclusive)
4	Method of Recruitment:	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 for recruitment:	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof. Proof of working at MNC should be attached for candidates from industry background).	(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.
8	Probation Period:	6(Six) months.
9	Job responsibilities	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 terminated/relieved by serving one month's notice by either side.
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

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) 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.
- 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, GOVT. OF INDIA
RECRUITMENT RULES FOR THE POST OF MANAGER (FINANCE)

1	Name of Post:	Manager (Finance)
2	Number of Posts:	01*
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	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 for recruitment:	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	(i) B.Com/MBA(Finance)/CA(Inter)/ICWA(Inter) from recognised University. (ii) At least 02 years post qualification experiences in core finance and accounting 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 Finance Module. (v) Should be well versed with Tally software. (vi) Should have good oral and written skills in English.
8	Probation Period:	6(Six) months.
9	Job responsibilities	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 terminated/relieved by serving one months' notice by either side.
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities:

- 1) Handling of entire system of receipts and payments budgets/ advances/ interacting with banks. Maintain inward and outward register and asset register.
- 2) Payment of salaries and consolidated monthly fee to personal working in CMSS.
- 3) Preparation of different statement, reports 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 return.
- 6) Verification of bills and voucher. Maintain the details in Tally software.
- 7) Ensure authenticity of expenses before payment.
- 8) Assist in internal Audit and Statutory audit of Accounts.
- 9) Any other duties as assigned the DG & CEO or/and reporting officer.



CENTRAL MEDICAL SERVICES SOCIETY
MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA
RECRUITMENT RULES FOR THE POST OF MANAGER (INFORMATION TECHNOLOGY)

1	Name of Post:	Manager (Information Technology)
2	Number of Posts:	01
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On contractual basis.
5	Tenure of the post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.
6	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	(i) B.Tech (CS/IT)/MCA from recognised University. (ii) At least 02 years post qualification experiences in handling website, ERP module, SAP & IT infrastructure in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM. (iv) Must be Computer-Literate, proficient in using MS Office and able to resolve IT related problems. (v) Should have good oral and written skills in English.
8	Probation Period:	6(Six) months.
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 terminated by serving one months' notice in case of unsatisfactory performance.
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities:

- 1) Installing & configuring software, hardware & networking. Ensuring security and efficiency of IT infrastructure.
- 2) Monitoring system performance and troubleshooting issues. Upgrade system with new releases and modules.
- 3) Managing of Website of CMSS.
- 4) Training to all the staffs regarding using of all IT modules. Managing entire IT system of CMSS.
- 5) To determine the IT needs of the organisation and responsible for implementing IT infrastructure at CMSS.
- 6) Other duties as assigned the DG & CEO or/and reporting officer.



CENTRAL MEDICAL SERVICES SOCIETY
MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA
RECRUITMENT RULES FOR THE POST OF MANAGER (PROCUREMENT)

1	Name of Post:	Manager (Procurement)
2	Number of Posts:	02*
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Method of Recruitment	On contract basis
5	Tenure of Post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.
6	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	(i) Any 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.
8	Probation Period:	6(Six) months.
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 terminated/relieved by serving one months' notice by either side.
11	Annual increase in salary:	5% Subject to satisfactory performance as mentioned at point 10.

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.



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

1	Name of Post:	Manager (Legal)
2	Number of Posts:	01 (One)
3	Method of Recruitment	On contract basis
4	Emoluments	Rs.35,000/- per month (Consolidated)
5	Tenure of Post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.
6	Age limit	Not exceeding 40 years on the last date of receipt of application.
7	Essential Educational Qualification and Experience. (Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	(i) Degree in L.L.B/Integrated L.L.B from a recognised University/ Institute & approved by BAR Council of India(BCI). (ii) At least two years post qualification experience in handling Contractual/ Arbitration/Court matters. (iii).Experience of working in a reputed law firm/office of the Government Panel Counsel in the area of Arbitration, Service and Contract law and have been assisting in handling the legal cases of Government departments/PSUs/autonomous bodies. At least 10 court appearance for Govt/PSU/Bank required. (iv) Must be computer-Literate, proficient in using MS Office. (v) Should have good oral and written skills in English.
8	Probation Period:	6(Six) months.
9	Job responsibilities/ requirements:	As mentioned below.
10	Period of appointment:	For retention/continuation, review of performance at the end of every year by the DG&CEO of the Society. However, services can be terminated /relieved by serving one months' notice by either side.
11	Annual increment in salary:	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities:

- Regular Monitoring and follow up of specific legal issues entrusted to them.
- Preparing/Advising/ Assisting the officers concerned in preparing the legal replies, Statement of Defense (SoD), Statement of Claim (SoC) and Filing replies based on the statutory provisions.
- To maintain a status report of all ongoing Court Cases and track the dates of next hearing to suitably alert the officers concerned.
- Providing legal assistance in drafting & vetting the LOA, Agreement, Offer Letter.
- Provide legal assistance to Human resources team for employment matters and contract drafting for employment and other relating matters.
- Ensuring the IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals) are complied with statutory authorities.
- Prepare the legal notices to stakeholders, filing of legal or civil case vendors , employees infringing the employment terms
- Coordination with empanelled advocate for legal cases and disputes resolution.
- Provide assistance to IT Department on software licensing, anti-infringement and anti-piracy compliances.
- Collaborate with account departments to educate internal stakeholders on compliance, legal and data protection requirements and to continuously promote a culture of compliance, integrity and a
- Assist in preparation of the concerned officers for the evidence in court cases/arbitrations.
- 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 Warehouse Manager (Pharmacist)

1	Name of Post	Warehouse Manager (Pharmacist)
2	Number of Posts	02 *[01 for Chennai & 01 for Trivandrum). The location(state capitals)& number of post may vary as per the requirement.
3	Emoluments	Rs. 40,000/- per month.(Consolidated-all inclusive)
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 . 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 as mentioned at point 10.

Job Responsibilities :-

- 1) Orderly warehousing of various categories of products like quarantine, rejected, released, returned or recalls etc.
- 2) Implementation of Good Storage Practices.
- 3) Compliance of all statutory requirements and maintain records.
- 4) Ensure storage at recommended environmental conditions, housekeeping procedure compliances, etc.
- 5) Sampling as per the SOP.
- 6) Traceability of distributed products batch wise.
- 7) Authorized movement of man, machine and goods at warehouse.
- 8) Training of warehousing staff on SOP.
- 9) Investigation of complaints as per the relevant procedure.
- 10) Adherence with the financial, operational and statutory compliances.
- 11) Ensure co-ordination between state nodal officer, program division & head office
- 12) Maintain records of all transactions and assets of warehouse.
- 13) Ensure legal operation of warehouse , including meeting all inspection and other requirement.
- 14) Other duties as specified by the DG & CEO or/ and Reporting Officer.



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
Advertisement No.: CMSS/AN/015 dated 08.03.2022
Application for the post of: _____

[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

Bank details for Application Fee of Rs.1000.00/500.00

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

	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.] (Mail Id and Mobile are mandatory)	Mail Id: Alternate Mail Id: Mobile No: Alternate Mobile No:
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.']	Mail Id: Mobile No:
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	Yes / No



	of Law or is there any criminal/disciplinary/ vigilance case pending against you?	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 with details of job description/TOR/ Appointment letter mentioning the job profile meeting the Column -7 of Recruitment Rules of the post applied): (Attach separate sheet, if necessary):						
Department/ Institute/ Office	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment From To dd/mm/yydd/mm/yy		Scale of Pay/ Gross salary per Month	
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: 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.

17. 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

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 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. 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:

Signature of the Applicant



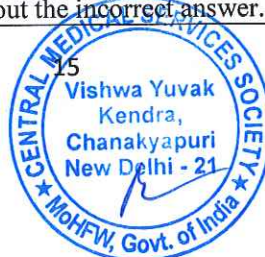
GENERAL INSTRUCTIONS TO CANDIDATES

1. Regarding filling of application & other terms

- 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 **NO TA/DA will be paid for appearing the selection test.**
- 1.5 **Application Fee:** A fee of Rs. 1000.00(Rupees One Thousand Only) for the post of **General Manager (Logistics & Supply Chain) / Rs.500.00(Rupees Five hundred only) for all other posts** can be paid via demand draft in favour of " CENTRAL MEDICAL SERVICES SOCIETY " Payable at New Delhi OR by online payment as per accounts details :

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.	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 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 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.
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 " Application for the post of _____ at Central Medical Services Society " to the address The General Manager (Administration), Central Medical Services Society, 2nd Floor, VishwaYuvak Kendra, Teen MurtiMarg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 08.04.2022. 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.

