CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor , Vishwa Yuvak Kendra, Teen Murti Marg,
Chanakyapuri, New Delhi - 110 021
Phone: 011-21410905

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoH&FW), Government of India, invites applications from eligible Indian citizens for filling the following positions on deputation/ contract basis.

Sr. No	Name of the post (on deputation / contract basis) *	No. of Post	Pay Scale (on deputation basis)	Monthly Emoluments (in Rs.) (on contract basis)
01	Joint Director / General Manager (Administration)	01	Pay Level-12 (15600-39100)	2,00,000/- + PF
02	Joint Director / General Manager (Finance)	01	Pay Level-12 (15600-39100)	2,00,000/- + PF
03	Joint Director / General Manager (Procurement)	02**	Pay Level-12 (15600-39100)	2,00,000/- + PF

* Eligible candidate may be recruited on deputation / contract basis, who so ever is most suitable for the assignment. On deputation basis, officer designated as 'Joint Director' and on contract basis, officer designated as 'General Manager'.

** Out of 02 posts, 01 post is on deputation/contract basis and 01 post is on contract basis only.

Age limit: Maximum age for deputation is 56 years and for contract is 55 years as on the last date of receipt of applications.

Interested applicant may write email to **recruitment@cmss.gov.in** for the details of advertisement, application form, general terms & conditions or it can be downloaded from CMSS website (**cmss.gov.in**) or from MoHFW website (**mohfw.gov.in**) or from VUAO portal (**vuao.nic.in**). The last date of receipt of applications **by post is 17.07.2025.**

Advt. No: Admn/RECT/3/2025-ADMIN-CMSS/dated 28.05.2025

GM (Administration) (i/c)

Employment Size 15x24 cm.

केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)
द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग,
चाणक्यपुरी, नई दिल्ली–110021
फोन: 011-21410905

रिक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoH&FW), भारत सरकार की केंद्रीय अधिप्राप्ति संस्था पात्र भारतीय नागरिकों से प्रतिनियुक्ति / संविदा के आधार पर निम्नलिखित पदों को भरने के लिए आवेदन आमंत्रित करती है।

क्र सं.	पदों के नाम (प्रतिनियुक्ति / संविदा के आधार पर)*	पदों की संख्या	पे स्केल (प्रतिनियुक्ति के आधार पर)	मासिक वेतन (रु. में) (संविदा के आधार पर)
01	संयुक्त निदेशक / महाप्रबंधक (प्रशासन)	01	पे लेवल-12 (15600-39100)	2,00,000/- + पीएफ
02	संयुक्त निदेशक / महाप्रबंधक (वित्त)	01	पे लेवल-12 (15600-39100)	2,00,000/- + पीएफ
03	संयुक्त निदेशक / महाप्रबंधक (प्रापण)	02**	पे लेवल-12 (15600-39100)	2,00,000/- + पीएफ

* योग्य उम्मीदवारों को प्रतिनियुक्ति / संविदा के आधार पर भर्ती किया जा सकता है, जो भी कार्य के लिए सबसे उपयुक्त हो। प्रतिनियुक्ति के आधार पर, अधिकारी को 'संयुक्त निदेशक' और संविदा के आधार पर अधिकारी को 'महाप्रबंधक' के रुप में नामित किया जाएगा।

** 02 पदों में से 01 पद प्रतिनियुक्ति / संविदा के आधार पर है तथा 01 पद केवल संविदा के आधार पर है।

आयु सीमा: आवेदन प्राप्त करने की अंतिम तिथि को प्रतिनियुक्ति के लिए अधिकतम आयु 56 वर्ष तथा संविदा के लिए अधिकतम आयु 55 वर्ष है।

इच्छुक आवेदक विस्तृत विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों के विवरण हेतु **recruitment@cmss.gov.in** को ई–मेल भेज सकते हैं अथवा सीएमएसएस वेबसाइट **(cmss.gov.in)** अथवा MoHFW की वेबसाइट **(mohfw.gov.in)** से अथवा VUAO पोर्टल **(vuao.nic.in)** से डाउनलोड कर सकते हैं। डाक द्वारा आवेदन प्राप्त होने की **अंतिम तिथि 17.07.2025 है।**

विज्ञापन संख्या: Admn/RECT/3/2025-ADMIN-CMSS/dated 28.05.2025

महाप्रबंधक (प्रशासन) (इन्चार्ज)

Employment Size 15x24 cm.

सत्यमेव जयते

CENTRAL MEDICAL SERVICES SOCIETY

केंद्रीय चिकित्सा सेवा सोसायटी

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

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

दूसरी मंजिल, विश्व युवक केंद्र, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoH&FW), Government of India, invites applications from eligible Indian citizens for the following positions on deputation / contract basis.

Sr. No.	Name of post (on deputation / contract basis) *	No. of post	Pay Scale (on deputation basis)	Monthly Emoluments (in Rs.) (on contract basis)
01	**Joint Director / General Manager (Administration)**	**01**	**Pay Level-12 (15600-39100)**	**2,00,000/- + PF**
02	**Joint Director / General Manager (Finance)**	**01**	**Pay Level-12 (15600-39100)**	**2,00,000/- + PF**
03	**Joint Director / General Manager (Procurement)**	**02** **	**Pay Level-12 (15600-39100)**	**2,00,000/- + PF**

*** Eligible candidate may be recruited on deputation / contract basis, who so ever is most suitable for the assignment. On deputation basis, officer designated as 'Joint Director' and on contract basis, officer designated as 'General Manager'.**

**** Out of 02 posts, 01 post is on deputation/ contract basis and 01 post is on contract basis only.**

Age limit- Maximum age for deputation is 56 years and for contract is 55 years as on the last date of receipt of applications.

Interested applicant may write email to **recruitment@cmss.gov.in** for the details of advertisement, application form, general terms & conditions or it can be downloaded from CMSS website **(cmss.gov.in)** or from MoHFW website **(mohfw.gov.in)** or from VUAO portal **(vuao.nic.in)**. The last date of receipt of applications by post is **17-07-2025.**

Refer 'Bio-data format' at **Annexure-X** for applying on deputation basis.

Refer 'Application format' at **Annexure-Y** for applying on contract basis.

Advt. No: Admn/RECT/3/2025-ADMIN-CMSS/dated 28-05-2025

GM (Administration) (i/c)

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of
'General Manager (Administration)' / 'Joint Director (Administration)'

1	**Name of Post**	**General Manager (Administration)**	(Post on Contract basis)
		Joint Director (Administration)	(Post on Deputation basis)
2	Number of Posts	(01) One	
3	Emoluments/ Pay-scale	• Rs.2,00,000/- + PF per month (Consolidated – all inclusive) for appointment on contract basis. • Pay level-12 for appointment on Deputation basis.	
4	Method of recruitment	On Contract / Deputation basis. The terms for deputation are given at **Annexure-A** On 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 submission of the application.	
7	Essential Educational Qualification and Experience required for recruitment **(Proof of past experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description / annual turnover of organization for the post held are to be enclosed with application form, to see if applicant meets the requirement)**	**Essential Qualification**: Post-Graduate degree in any discipline from a recognised University. **Desirable Qualification:** Any MBA or equivalent degree/ diploma preferably in Business Administration/ Operations/ HR/ Public Administration/ Project Management/ Personnel Management. **Experience**: • Candidate must have work experience of minimum **20 years** in Central Govt. /State Govt./ PSU/ Autonomous bodies under Central or State Governments AND/OR Private Industry (with Annual turnover of 500 crores or more in any one of the last three financial years). • Out of the above 20 years, candidate must have at least **08 years'** experience in whole time capacity in the area of Administration and Establishment related matters in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments. • Working knowledge and experience of MS Office and Human Resource Management Software. • Knowledge of modern Enterprise Resource Planning (ERP) and GeM. • Knowledge of GeM, GFR & Govt Establishment Rules & related provisions. • Candidate should have good oral and written expression in English	
8	Probation Period	6 Months	
9	Job Responsibilities	As per attached **Annexure-B**	
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.* *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.*	
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.	

Annexure-A

Recruitment Rules for the post of 'Joint Director (Administration)' on Deputation Basis
(For candidates joining on deputation pay structure will be as per DOPT rules)

Subject: Filing up of 01 (One) post of 'Joint Director (Administration)' in the Level: 12 as per 7th CPC (pre-revised scale of Pay Band 3: Rs.15,600-39,100 + Rs. 7600 (GP) (as per 6th CPC), by Deputation in Central Medical Services Society under Ministry of Health & Family Welfare.

Eligibility criteria for 'Joint Director (Administration)'

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 level-11 as per 7th CPC 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) Post-Graduate degree in any discipline from a recognized University. (Desirable: Any MBA or equivalent degree/ diploma)

(ii) Five years' experience in the field of Administration & Establishment related matters.

Note 1: Period of deputation 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. Further extendable by 1 year.

Note 2: The maximum age limit for appointment by deputation 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 as per the given address along with two copies of Bio-data **(Annexure-X)** duly signed by the applicant and certified by the Head of Office/ Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

(i) Complete and up-to-date ACRs/APARs for the last 5 years, duly attested on each page by an officer not below the level of Under Secretary or equivalent.

(ii) Vigilance clearance certificate.

(iii) Cadre Clearance and Certificate to the effect that in case the officer so recommended is selected, he/she will be immediately relieved to take charge of the assignment;

(iv) Certificate regarding imposition of penalties stating that no minor/major penalties have been imposed upon the officer during the last 10 years;

(v) Integrity Certificate.

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

Annexure-B

Job Responsibilities of 'General Manager / Joint Director (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) Any other duties as assigned by the DG & CEO or / and Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Rules for the post of 'General Manager (Procurement)' / 'Joint Director (Procurement)'

1	**Name of Post**	**General Manager (Procurement)**	(Post on Contract basis)
		Joint Director (Procurement)	(Post on Deputation basis)
2	Number of Posts	(02) Two* [*Note- Out of 02 posts, 01 post is on deputation/contract basis and 01 post is on contract basis only]	
3	Emoluments/ Pay-scale	• Rs.2,00,000/- + PF per month (Consolidated – all inclusive) for appointment on contract basis. • Pay level-12 for appointment on Deputation basis.	
4	Method of recruitment	On Contract / Deputation basis. The terms for deputation are given at **Annexure-C** On 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 submission of the application.	
7	Essential Educational Qualification and Experience required for recruitment **(Proof of past experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description / annual turnover of organization for the post held are to be enclosed with application form, to see if applicant meets the requirement)**	**Essential Qualification**: An Engineering Degree / B.Pharma. / MBA from a recognized University. **Experience**: • Candidate must have work experience of minimum **20 years** in Central Govt. /State Govt./ PSU/ Autonomous bodies under Central or State Governments AND/OR Private Industry (with Annual turnover of 500 crores or more in any one of the last three financial years). • Out of the above 20 years, candidate must have at least **08 years'** experience in whole time capacity in core Procurement of Goods & Services in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments. • Knowledge of modern Enterprise Resource Planning (ERP) and e-Procurement System. • Knowledge of GFR, Public Procurement Process & related provisions. • Candidate should be proficient in MS Office. • Knowledge of Government e- Market place (GeM). • Candidate should have good oral and written expression in English.	
8	Probation Period	6 Months	
9	Job Responsibilities	As per attached **Annexure-D**	
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.* *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.*	
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.	

Annexure-C

Recruitment Rules for the post of 'Joint Director (Procurement)' on Deputation Basis
(For candidates joining on deputation pay structure will be as per DOPT rules)

Subject: Filing up of 01 (one) post of 'Joint Director (Procurement)' in the Level: 12 as per 7th CPC (pre-revised scale of Pay Band 3: Rs.15,600-39,100 + Rs. 7600 (GP) (as per 6th CPC), by Deputation in Central Medical Services Society under Ministry of Health & Family Welfare.

Eligibility criteria for 'Joint Director (Procurement)'

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 level-11 as per 7th CPC 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) An Engineering Degree/ B.Pharma./ MBA from a recognized University.

(ii) Five years' experience in the field of Procurement of Goods & Services related matters.

Note 1: Period of deputation 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. Further extendable by 1 year.

Note 2: The maximum age limit for appointment by deputation 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 as per the given address along with two copies of Bio-data **(Annexure-X)** duly signed by the applicant and certified by the Head of Office/ Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

(i) Complete and up-to-date ACRs/APARs for the last 5 years, duly attested on each page by an officer not below the level of Under Secretary or equivalent.
(ii) Vigilance clearance certificate.
(iii) Cadre Clearance and Certificate to the effect that in case the officer so recommended is selected, he/she will be immediately relieved to take charge of the assignment;
(iv) Certificate regarding imposition of penalties stating that no minor/ major penalties have been imposed upon the officer during the last 10 years;
(v) Integrity Certificate.

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

Annexure-D

Job Responsibilities of 'General Manager/ Joint Director (Procurement)'

1. To oversee that the procurement (Domestic & Externally Aided Projects) is done in a transparent, efficient and economic manner, in line with the law of the land /or as per bilateral or multilateral or as per mutual agreement with the donor agency as the case may be.

2. To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages in close coordination with the programme/indenting division.

3. Preparing supplier database by incorporating details of contract particulars, product, and license, past performance and product quality problems if any.

4. Preparation /updation of standard bid document by incorporating all relevant provisions of GFR, relevant GOI Guidelines, Procurement Manual and amendments there to.

5. Award/issue of contract and other related documents.

6. Responsible for bid evaluation, award of contract and post contract management.

7. To ensure grievances redressal of suppliers.

8. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to procurement, distribution and storage of drugs/vaccines/contraceptive/ other public health related items etc.

9. To implement necessary periodical updates in e-procurement and ERP system.

10. Conducting Market Research & keep update in Pharmaceutical Sector Domestic & International.

11. In the matter related to procurement providing technical and managerial advice to Ministry/ Department of Central Government, State Governments/or any other procurement of health sector goods.

12. Any other duties as assigned by the DG & CEO or / and Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of 'General Manager (Finance)'/ 'Joint Director (Finance)'

1	**Name of Post**	**General Manager (Finance)**	(Post on Contract basis)
		Joint Director (Finance)	(Post on Deputation basis)
2	Number of Posts	(01) One	
3	Emoluments/ Pay-scale	• Rs.2,00,000/- + PF per month (Consolidated – all inclusive) for appointment on contract basis. • Pay level-12 for appointment on Deputation basis.	
4	Method of recruitment	On Contract / Deputation basis. The terms for deputation are given at **Annexure-E** On 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 submission of the application.	
7	Essential Educational Qualification and Experience required for recruitment **(Proof of past experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description / annual turnover of organization for the post held are to be enclosed with application form, to see if applicant meets the requirement)**	**Essential Qualification**: Chartered Accountant (CA) / ICWA /MBA (Finance) from a recognised University. **Experience**: • Candidate must have work experience of minimum **20 years** in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments AND/ OR Private Industry (with Annual turnover of 500 crores or more in any one of the last three financial years). • Out of the above 20 years, candidate must have at least **08 years'** experience in whole time capacity in Finance & Accounts Management in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments. • Knowledge of modern ERP Accounting System. • Knowledge of annual book closure process & finalisation of Accounts. • Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions. • Knowledge of GFR. • Knowledge of audit by CAG & related processes. • Knowledge of compliance statutory provisions relating to IT Act, GST Act & Registration of Society Act etc. • Knowledge of Budgeting & MIS. • 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-F**	
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.* *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.*	
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.	

Annexure-E

Recruitment Rules for the post of 'Joint Director (Finance)' on Deputation Basis
(For candidates joining on deputation pay structure will be as per DOPT rules)

Subject: Filing up of 01 (One) post of 'Joint Director (Finance)' in the Level: 12 as per 7th CPC (pre-revised scale of Pay Band 3: Rs.15,600-39,100 + Rs. 7600 (GP) (as per 6th CPC), by Deputation in Central Medical Services Society under Ministry of Health & Family Welfare.

Eligibility criteria for 'Joint Director (Finance)'

(a) Officers of the rank of Under Secretary/ Deputy Secretary level of the Central Government possessing the following qualifications and experiences are eligible for the post:

(i) Officers of Group 'A' of organised Accounts Service 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 level-11 as per 7th CPC 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; and having five years' experience in the field of Finance and Accounts.

(b) Possessing the following educational qualifications and experience: -

(i) Chartered Accountant (CA) / ICWA /MBA (Finance) from a recognised University.
(ii) Five years' experience in the field of Finance/ Accounts.

Note 1: Period of deputation 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. Further extendable by 1 year.

Note 2: The maximum age limit for appointment by deputation 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 as per the given address along with two copies of Bio-data **(Annexure-X)** duly signed by the applicant and certified by the Head of Office/ Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

(i) Complete and up-to-date ACRs/APARs for the last 5 years, duly attested on each page by an officer not below the level of Under Secretary or equivalent.
(ii) Vigilance clearance certificate.
(iii) Cadre Clearance and Certificate to the effect that in case the officer so recommended is selected, he/she will be immediately relieved to take charge of the assignment;
(iv) Certificate regarding imposition of penalties stating that no minor/major penalties have been imposed upon the officer during the last 10 years;
(v) Integrity Certificate.

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

Annexure-F

Job Responsibilities of 'General Manager / Joint Director (Finance)'

1) To advice Governing Body and Director General on Delegation of Financial Powers to various committees and different level officers with regard to pre/post-contract powers.

2) For Good Governance, a coherent and consistent set of principles, rules and instructions to bring economy, efficiency, accountability and transparency in the management and utilization of public resources.

3) Adequate records and information are maintained for accounting, recording and reporting of accounts.

4) Prepare balance sheet of account of the Society duly audited by Chartered Accountant and to file it with Registrar of Society/Company every year.

5) To prepare Budget Estimate of the Society.

6) To put in place a sound system of internal control designed to provide reasonable assurance regarding economy, accountability, reliability of financial reporting and prevention of fraud and irregularities.

7) Continuous review of existing financial systems in terms of procurement of health sector goods, equipment and services.

8) To establish a Market Intelligence and cost study cell.

9) Provide assistance in the development of the ID database solution to cover financial control and monitoring.

10) Assist in the development of training material covering financial aspects of procurement and supply chain management.

11) Tender advice on other financial matters concerning the Society.

12) Ensure an Internal Audit Operation Plan in place.

13) To provide financial and managerial advice to Ministry/Department of Central Government, State Governments on procurement of health sector goods.

14) Any other duties as assigned by the DG & CEO or / and Reporting Officer.

Annexure-X

Bio-Data

Advt. No: Admn/RECT/3/2025-ADMIN-CMSS/ dated 28-05-2025

Application for the post of: 'Joint Director (.....)' on Deputation Basis
(Note: Separate applications be submitted for separate posts)

Affix a recent passport size photograph duly signed by the candidate

For office use only
Application No.

1	Name in Full (IN BLOCK LETTERS)	
2	Date of Birth (DD/MM/YYYY)	
3	Service to which you belong	
4	Batch	
5	Date of Superannuation (DD/MM/YYYY)	
6	Initial date of appointment in Govt. service	
7	Office address with e-mail	
8	Residential address with e-mail	
9	Contact Telephone No. (O) (R) (M)	
10	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/ Pay Band and Grade Pay of the post held	

11	Educational Qualifications (Matric onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

12	Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications and work experience required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)

Qualification/ Experience required	**Qualification/ Experience possessed by**
Essential:	**Essential:**
A) Qualification	**A)** Qualification
B) Experience	**B)** Experience
Desirable	**Desirable**
A) Qualification	**A)** Qualification
B) Experience	**B)** Experience

13	Details of employment (in chronological order). If needed, enclose a separate sheet duly authenticated by your signature (in the format given below):						
	Name of Office/ Institute/ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Pay Level/ Pay Band and Grade Pay	Brief Job description
			From	To			

14	Whether clear from Vigilance angle?	YES/ NO
15	Whether the officer is debarred from deputation under the Central Staffing Scheme.	YES/ NO
16	Whether any minor/major penalty has been imposed on officer during last 10 years.	YES/ NO
17	Last 05 years ACR/APARs, duly attested on each page by an officer not below S.O. attached?	YES/ NO

18	Last 5 years ACR/ APAR grading:				
	2019-20	2020-21	2021-22	2022-23	2023-24

19	Details of training undergone:		
20	Any research paper published:		

21	Details of proficiency in computer:		
22	150-200 word write up as to how you are best suitable for the said post (Attach Separate Sheet)		

Applicants not holding the post in the new Pay Matrix Pay Scales/ Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's Pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Signature: _____

Name: _____

Place:

Date:

(Certificate to be furnished by the Employer/ Head of Office/ Forwarding authority)

1. Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/ she will be relieved immediately.
2. It is also certified: -

(i) That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Shri/ Smt./ Ms. _____

(ii) That his/ her integrity is certified.

(iii) That his/ her ACRs/ APARs dossier in original is enclosed/ photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) That no major/ minor penalty has been imposed on him/ her during that last ten years or A list of major/ minor penalties imposed on him/ her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature_____

Name and Designation_____

Tel. No._____

Office seal

Place:

Date:

List of enclosures:

1.

2.

3.

4.

5.

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 The application along with all serially page-numbered enclosures/documents (complete in all respects) in support of the candidature must be sent **"Through proper channel"** at the given address: **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi 110021.**

1.4 Interested applicant may write email to **recruitment@cmss.gov.in** for the details of advertisement, application form, general terms & conditions or it can be downloaded from CMSS website **(cmss.gov.in)** or from MoHFW website **(mohfw.gov.in)** or from VUAO portal **(vuao.nic.in).** The last date of receipt of applications by post is **17-07-2025.** Incomplete applications, or those received after the closing date of receipt of applications and applications not received "Through proper channel" may not be entertained.

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

1.6 Applicants are advised to submit separate applications for separate post.

Annexure-Y

Application form for post on contract basis

Advt. No.: Admn/RECT/3/2025-ADMIN-CMSS/dated 28-05-2025

Application for the post of: General Manager (.....)

[Please read General Terms & conditions before filling up the application.]

Application No.:
(For office use only)

Affix A Recent Passport Size Photograph Duly Signed by the Candidate

Name of the post applied for (As in advertisement) :		**General Manager (.....)**
01.	Full Name (in capital letters) [as stated in 10th standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10th standard marks sheet] **Age as on 17.07.2025**	
05.	Address for correspondence with PIN code, E-mail & Contact no. (Email ID and Mobile Nos. are mandatory)	Email ID: Alternate Email ID: Mobile No: Alternate Mobile No:
06.	Permanent address [Candidates to mention Email ID, Mobile/ landline number] [If permanent address is the same as correspondence write ***'Same as Correspondence Address'***]	Email ID: Mobile No:
07.	Religion	
08.	Nationality	
09.	Gender **(Male/Female/TG)**	
10.	Category **(SC /ST/OBC/Gen/ Ex-Serviceman/PwD)**	
11.	Whether any criminal case/ disciplinary/ vigilance case pending against you? If YES please give details in separate sheets.	

12.	Whether you were convicted by any court at any time in your life? If YES please give details in separate sheets.	
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector. If YES please give details in separate sheets.	
14.	Whether any financial liabilities / any other obligations are pending with previous / present employer? If YES please give details in separate sheets.	
15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India. If YES please give details in separate sheets.	

16. **Educational & Professional Qualification**

Examination Passed	**Name of the Board/ University**	**Duration of Degree/ Diploma**	**Year of Passing**	**% of Marks / CGPA**	**Division/ Class**	**Subjects / Stream**
10th Standard / Equivalent						
12th Standard / Equivalent						
Graduation						
Post-Graduation						
Any Certification						
Any Others						
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 (Years, Months & Days)	Gross Salary per Month
				From	To		
				dd/mm/yy	dd/mm/yy		

18.	**Name and Address of Reference** (References should be familiar with your academic / professional / work and should not be relatives)	
I.	Name Designation Postal address Phone Number & Email ID	
II.	Name Designation Postal address Phone Number & Email ID	
III.	Name Designation Postal address Phone Number & Email ID	

19. **Details of Enclosures:** Candidate should attach self-attested copies of qualification & experience. If space is not sufficient, attach separate sheet in the format given below):

Sl.	Description/ Details of enclosures	Page No.

20. **I hereby declare that I fully meet the eligibility requirement mentioned at Sr. Nos. 6 & 7 of the Recruitment Rule of the Post & attached all the documents above at (Sr. No. 19: Details of Enclosures) in support of meeting the minimum eligibility of the applied post (i.e., Age, Educational qualification & Past Experience requirement).**

DECLARATION

1) I hereby declare that I have carefully read and understood the 'General Terms & Conditions' and that all the entries in this form are true to the best of my knowledge and belief.
2) I undertake to submit the original documentary proof in respect of educational qualifications, working experience, date of birth, address and all other documents submitted by me as and when asked.
3) If detained, convicted, debarred etc. subsequent to the completion and submission of the form, the details will be communicated immediately to CMSS, H.Q, failing which it will be deemed to be suppression of factual information.
4) I also declare that I have not concealed any material information that may debar my candidature for the post applied for and I am fulfilling the eligibility conditions. I have also gone through the recruitment rules for the post and as per RR I am eligible for the post. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the organization; my services will be terminated forthwith.

Place:
Date:

Name and
Signature of the Applicant

GENERAL TERMS & CONDITIONS

Instruction for filling of application

1.1 **All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.**

1.2 **Incomplete/invalid application:** If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.

1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.

1.4 **TA/DA:-** Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class** 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.

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/10th 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 10th 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/10th standard certificate.
05.	Address for correspondence	Please write complete postal address with PIN Code. Please note that the CMSS will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned person/authorities for redirecting/receiving the communication to your new address. Please mention E-mail Id & Mobile No.
06.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of correspondence address for communication, you may state 'Same as correspondence address.
07.	Religion	Please state the religion.
08.	Nationality	Please state Nationality.
09.	Gender	Please Mention
10.	Category	Please write the category.
11.	Whether any criminal case/ disciplinary/ vigilance case pending against you?	If YES please give details in separate sheets.
12.	Whether you were convicted by any court at any time in your life?	If YES please give details in separate sheets
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector.	If YES please give details in separate sheets.
14.	Whether any financial liabilities / any other obligations are pending with previous / present employer?	If YES please give details in separate sheets.

15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India.	If YES please give details in separate sheets.
16.	Essential educational, professional, and technical qualifications	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications
17.	Details of employment and experience	If the advertisement prescribes possession of employment or experience, details should be furnished in this column. Please provide complete information and attach self-attested copies of certificates. Essential Educational Qualification and Experience. **Please note that experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description / annual turnover of organization for the post held are to be enclosed with application form, to see if applicant meets the requirement. Any of these must be attached as a proof.** **Please attach self-attested copy of r/ bonafide certificate from the last / current employer with your application form.**
18.	Reference	References should be familiar with your academic / professional / work and should not be relatives.
19.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
20	Declaration	Candidate to sign the declaration with date and fill up all the details as mentioned in declaration. If any candidate did not sign the declaration, then the application will be summarily rejected.
21.	Address for forwarding application	Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualification, experience etc and superscribed on the top as "**Application for the post of ---------- at Central Medical Services Society"** to the address:- **The General Manager (Administration),** Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The **last date** of receipt of application is **17.07.2025.** No application will be received after 5.30 PM. on closing date.

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 from 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 letter number, date of issue, period of experience, gross salary, promotions, pay-levels and the name and designation of the issuing authority along with handwritten signature & date with a pen. (Computer generated certificates or documents with digital signature will not be accepted)

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 CMSS website **(cmss.gov.in)** or MoHFW website **(mohfw.gov.in)** or VUAO portal **(vuao.nic.in)**.
(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 with vacancy advertisement and its terms & conditions, is available on CMSS website **(cmss.gov.in)** or MoHFW website **(mohfw.gov.in)** or **VUAO portal (vuao.nic.in)** for download and use.

xv) **TA/DA:-** Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class/ 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.

xvi) The last date of receipt of application is **17-07-2025.**

xvii) The application with all supporting documents pertaining to age, educational qualifications, experience etc. with all serially page-numbered enclosures/documents (complete in all respects) in support of the candidature must be sent **"Through proper channel**" at the given address: **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi 110021.**

xviii) **Application received after the last date (17-07-2025) 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.

xx) Any dispute arising out of this advertisement including the recruitment process / during employment shall be subject to the sole jurisdiction of the Court(s) at **Delhi.**