

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 – 110021.

File No. CMSS/Admin./387/2025 / 495

Dated: - 18.07.2025

VACANCY CIRCULAR

Subject: Engagement of Consultant in Administration Division on contractual basis in the O/o Central Medical Services Society – Regarding.

The Central Medical Services Society is an Autonomous Body under Ministry of Health & Family Welfare, Govt. of India, New Delhi is inviting the applications for engagement of Consultant (Administration) from the experienced Retired / VRS government servants on contractual basis. The consultants will be posted in the O/o Central Medical Services Society, H.Q., Chanakyapuri, New Delhi-21. Detailed terms and conditions of engagement of consultants are annexed.

2. The eligibility criteria and other details are as follow: -

Sr. No.	Name of the Post	No. of Post	Job Description	
1.	Consultant (Administration)	01	Eligibility	Retired / VRS from Central Govt./State Govt./ PSU/ Autonomous Body
			Tenure	One year (On extension basis)
			Age Limit	Not exceeding 62 years as on the date of application.
			Duties	As per Annexure-I
			Educational Qualification & Experience	

3. Interested persons who are in a position to join as soon as possible may submit their particulars in the enclosed format along with a copy of PPO, addressed to General Manager, Administration (I/c), Central Medical Services Society, Ministry of Health & Family Welfare, Govt. of India, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi – 110021. The last date of receiving of application is 30 days from the date of publishing in our website (www.cmss.gov.in under careers). The last date is the cut-off date for all purpose including age/ qualification/ experience etc.



(Kehar Singh)
Administrative Officer
Tel.: 011-21410905/6

Copy to: -

1. Administration Division, M/o H&FW, Nirman Bhawan, New Delhi-110011.
2. The Under Secretary, CS-I (Coord) Division, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 – for publishing the circular in DoPT website.
3. Manager (IT), CMSS / C-DAC Team, CMSS (for uploading on CMSS official website)
4. Notice Board (CMSS)

Terms & Conditions for engagement of Consultant in Administration Division in the Office of Central Medical Services Society, H.Q., Chanakyapuri, New Delhi – 110021.

1. Must have Retired / VRS from Central Govt./State Govt./ PSU/ Autonomous Body.
2. The applicant must be a graduate in any discipline and should have retired from the post of Section Officer / Under secretary or equivalent from any Central Govt./State Govt./ PSU/ Autonomous Body and held that post for at least five years on regular basis and have full knowledge of Govt. Rules, Regulations.
3. The maximum age should not be more than 62 years on last date of submission of application.
4. Period of Engagement will be initially for a period of one year, may be extended further subject to the satisfactory performance and recommendations of the concerned controlling officer or requirement of work.
5. The normal working hours would be from 9:00 AM to 5:30 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM from Monday to Friday.
6. Nature of Duties are administrative functions including, but not limited to; Amendment of By-Laws, framing policies, Amendment of RRs, creation of service books, management of personal files, service matters etc.
7. The consultant shall be entitled to leave at the rate of 1.5 days for each completed month of service, to be availed with prior permission. Accumulation of leave beyond a calendar Year may not be allowed.
8. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
9. Extension of engagement, if any, shall be at the sole discretion of Competent Authority CMSS.
10. Engagement may be terminated by either side by giving one month's notice.
11. Consultant will get consultancy fee of Rs. 60,000/- (Rupees Sixty Thousand Only) per month or last pay drawn minus pension whichever is less along with transport allowance as per instructions contained in DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020. No other allowance shall be admissible to the consultant.
12. The post is purely on contractual basis and consultant will not be entitled to absorption to the post held by him/ her or any other benefits applicable to the regular employees.
13. No typing assistance shall be provided.
14. The consultant will require to give an undertaking that they will adhere to principles of fairness, impartiality, transparency and will avoid conflict of interest respecting relevant Government policies and principles.
15. No TA/DA shall be admissible for joining the assignment and for attending interviews, or to appear for interviews. No entitlement of staff car, HRA, CGHS, medical reimbursement, telephone, newspapers, residential accommodation, personal staff, or LTC, etc. All GOI guidelines for Retired Consultants shall be strictly adhered to;
16. Place of Duty shall be Central Medical Services Society, H.Q., 2nd Floor, Vishwa Yuvak Kendra, Chanakyapuri, New Delhi-21 and if any official tours are required to be undertaken, admissible TA /DA shall be governed by GOI orders applicable to retired consultants.
17. CMSS shall not be responsible for any loss, accident, damages/ injury suffered by him /her, whatsoever arising in or out of the execution of his work, including travel.
18. During the terms of service, he/ she shall not engage in any private business of professional activity which could be conflict with the interest of the Government.
19. He/ She shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
20. Candidates appearing for interview must bring a copy of PPO at the time of interview.



**PROFORMA FOR THE POST OF CONSULTANT IN ADMINISTRATION DIVISION, CENTRAL MEDICAL
SERVICES SOCIETY, H.Q., NEW DELHI**

POST APPLIED FOR:

Affix recent
passport size
photograph

1. Name
2. Father's Name
3. Date of Birth
4. Aadhaar Number
5. PPO Number
6. Date of Joining in Government Service
7. Date of Retirement / Voluntary Retirement
8. Name of Ministry /Department/ PSU/ Autonomous (from which retired)
9. Designation (from which retired)
10. Last Pay Drawn (Basic)
(PPO copy enclosed)
11. Basic Pension
12. Mobile No.
13. E-mail Id
14. Mailing Address
15. Permanent Address
16. Details of knowledge in Computer
17. Educational Qualification
18. Brief particulars of experience

Sr. No.	Name of Organization	Period		Post held	Nature of Work
		From	To		

Add separate sheet, if required.

19. Additional relevant information, if any in support of your suitability for the said engagement
(Attach separate sheet)

Declaration

☐ I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from the vigilance angle at the time of retirement. No disciplinary or judiciary action is pending against me as on date. I have read this document and ready to accept the terms and conditions for engagement of consultant.

Place

Date

Signature of Applicant

Name _____

Documents to be attached:

1. Copy of PAN Card
2. Copy of AADHAR Card
3. Copy of PPO
4. Copy of Educational Qualification
5. Bank Details
6. Copy of LPC