



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

(Hiring through Outsourced Manpower Agency)

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 purely on contract basis through outsourced manpower agency.

Sr. No.	Name of post	No. of post	Educational Qualification/ Experience/ Key Responsibilities	Monthly Emoluments (Consolidated)
01	Business Development Officer	01	Essential Educational Qualification: MBA preferably in Marketing / International Business /Healthcare Management Essential Work Experience: Minimum 10 years of relevant experience Age Limit: Up to 45 years of age as on last date of submission of the application. Key Responsibility: To lead the business development initiatives, establish collaborations, and represent CMSS at national and international forums.	₹1,00,000 – ₹1,50,000 per month

Interested applicant may visit CMSS website (cmss.gov.in) for the details of advertisement and application form. 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 **16.09.2025**. No application will be received after 5.30 PM. on closing date.

Note:

1. The applicant should be able to tour extensively. TA/DA will be applicable for official visits.
2. **Tenure:** 11 Months (The tenure will be extendable based on satisfactory performance by the applicant, on Manpower Agency's terms and conditions and as per the requirement of CMSS.)
3. The remuneration shall be fixed in the range given, depending upon qualification and experience

Advt. No: Admn/RECT/6/2025-ADMIN-CMSS/dated 02-09-2025

GM (Administration) (i/c)

Application form

Advt. No.: Admn/RECT/6/2025-ADMIN-CMSS/dated 02-09-2025

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

[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) :		(.....)
01.	Full Name (in capital letters) [as stated in 10 th standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10 th standard marks sheet] Age as on 16.09.2025	
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/Other)	
10.	Category (SC /ST/OBC/Gen/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
10 th Standard / Equivalent						
12 th 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 eligibility criteria of post)

[illegible]

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 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 vacancy advertisement for the post and as per the eligibility 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.

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/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 Name	Father's Name as stated in 10 th 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/10 th 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 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 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 <u>“Application for the post of -----</u> <u>----- at Central Medical Services Society”</u> 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 16.07.2025. No application will be received after 5.30 PM. on closing date.
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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/ Interview.
- 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/Interview as prescribed by CMSS.
- x) Any information related to the advertisement shall be displayed in CMSS website (**cmss.gov.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**) for download and use.
- xv) **TA / DA:** The applicant should be able to tour extensively. TA/DA will be applicable for official visits.
- xvi) The last date of receipt of application is **16-09-2025**. No application will be received after 5.30 PM. on closing date.
- xvii) 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 **16.09.2025**. No application will be received after 5.30 PM. on closing date..
- xviii) **Application received after the last date (16-09-2025) will not be entertained.** CMSS shall not be responsible for any delay in application form submission.
- 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**.
- xxi) **The appointment will be made exclusively on a contractual basis through an outsourced manpower agency, in accordance with the agency's terms and conditions, at a fixed consolidated remuneration for the specified tenure.**