

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, VishwaYuvak Kendra, 8, TeenMurthiMarg, Chanakyapuri, New Delhi-110021

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

VACANCY ANNOUNCEMENT

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

Position	No. of Vacancies	Mode of Recruitment
General Manager (Procurement)	02	On Contract/By Deputation
General Manager (Finance)	01	On Contract/By Deputation

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 format(For Deputation/Contract) attaching self-attested copies of qualification, experience, latest resume and other related documents pertaining to the position along with application.

Applications complete in all respects may be sent to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, VishwaYuvak Kendra, 8, Teen Murthi Marg, Chanakyapuri, New Delhi-110021** within 30 days from the date of publication of advertisement in the Employment News/ Rozgar Samachar. Candidates applying for deputation to apply through proper channel and applying on contract may send directly at the given address. Incomplete applications, or those received after the closing date of receipt of applications and applications not received through proper channel will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 dated 27.06.2019


GM (Administration)



CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health &
Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg,
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Advt. No: CMSS/AN/015 dated 27.06.2019

GM (Administration)



Recruitment Rules for the post of General Manager (Procurement), Central Medical Services Society, Department of Health and Family Welfare

1	Name of Post:	General Manager (Procurement)
2	Number of Posts:	02 (Two)
3	Method of recruitment whether on contract OR by deputation :	On contract basis/ by deputation The terms for deputation are at Annex-I. On direct contract basis, the terms are as below:
4	Tenure of Post:	For a period not exceeding 5 years, renewable subject to satisfactory performance.
5	Emoluments:	Rs. 1,50,000/- per month (Consolidated- all inclusive)
6	Age limit:	Up to 55 years on the last date of receipt of application.
7	Educational Qualification and Experience required for recruitment:	<p>A. An Engineering degree (in any discipline) or Science /Pharmaceutical science graduate with MBA (any discipline) through a full time degree course from Universities recognized by UGC or Autonomous Institute(s) authorized by M/o HRD and should have at least 60% marks each or equivalent grade in Graduation and Post Graduation level.</p> <p>B. Minimum 15 years of experience in procurement at managerial level (s) after completion of engineering degree. For Science Graduate/Pharmaceutical Science Graduate with MBA, 15 years of experience in procurement at managerial level (s) after completion of MBA.</p> <p>Desirable :</p> <p>C. Proficiency in modern Enterprise Resource Planning (ERP) and E-Procurement system.</p> <p>D. Conversant with GFR and Public Procurement Process.</p>
8	Probation period:	6 months
9	Job responsibilities/requirements:	As per attached annexure
10	Period of appointment	For retention/continuation, review of performance after every year by the DG&CEO and the Governing Body of the Society. However, services can be terminated by serving one months' notice.
11	Annual increase in salary	5% subject to satisfactory performance.



Main Responsibilities:

- 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.
- To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages.
- Framing of generic specification for health sector goods and equipments after discussion with all stakeholders and its updating from time to time.
- Codification of all the items to be procured by CMSS.
- Provide and maintain a supplier database incorporating details of contact particulars, product, licensing, performance and prior product quality problems.
- Registration of suppliers based on credentials, manufacturing capability, quality assurance system, past performance, GMP, after sale service and financial background etc and vendor rating.
- Standardisation of bidding documents including conditions such as specification, qualification requirement, delivery etc.
- Standardisation of award of contract document and other related documents.
- Responsible for bid evaluation, award of contract and post contract management.
- To ensure prompt payment to suppliers and assist in resolving their genuine problems
- Preparation of data-base of accredited testing laboratories for pharmaceuticals and other medical supplies.
- Advise on setting up a QA system for drugs and pharmaceuticals covering the entire supply chain process in close collaboration with the Quality Assurance Division.
- Assist in training needs assessment for procurement, distribution and storage of pharmaceuticals items and in the preparation of training materials. To train CMSS and State Government Procurement personnel.
- Provide assistance in the selection and quantification of drugs and other pharmaceuticals products.
- To implement an e-procurement solution compliant with e-procurement system of the Government of India.
- Conducting Market Research
- To provide technical and managerial advice to Ministry/Department of Central Government, State Governments on procurement of health sector goods.
- Assist State Governments or any other agency for procurement reforms in the health sector with the prior approval of the Ministry of Health & Family Welfare.
- Other duties as specified or assigned by Director General & CEO.



VACANCY CIRCULAR

To,

1. The Chief Secretaries of all State Governments/Administrators of UTs.
2. All Ministries/Departments of Government of India.
3. All Departments under the Ministry of Health and Family Welfare
4. All attached/Sub-ordinate offices/Autonomous bodies etc under the Administrative control of Ministry of Health and Family Welfare

Subject: Filing up of two (02) posts of General Manager (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

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/Bachelor's Degree in Engineering or MBA of a recognised University.
 - (ii) Three years' experience in the field of Public Procurement of Goods/Services.

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 as per the given address along with two copies of Bio-data (Annexure-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.

Applications complete in all respects may be sent "Through proper channel" at the given address: **The GM (Administration), Central Medical Services Society, 2nd Floor, 8 Teen Murti Marg, Chanakyapuri, New Delhi 110021 within 30 days** from the date of publication of this advertisement in the Employment News/ RozgarSamachar or leading National Dailies, whichever is published later. The Vacancy circular along with enclosures can also be downloaded from this Organisation's official website www.cmss.gov.in. Incomplete applications, or those received after the closing date of receipt of applications and applications not received "Through proper channel" may not be entertained.

The cut-off date for determining eligibility for candidates applying for deputation would be the last date for receipt of nominations in the CMSS, i.e. 30th day from the date of publication of this advertisement in Employment News/Rozgar Samachar or leading National dailies, whichever is published later.

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



Recruitment Rules for the post of General Manager (Finance), Central Medical Services Society, Department of Health and Family Welfare

1	Name of Post	General Manager – Finance
2	Number of Posts	1 (One)
3	Method of Recruitment whether on contract Or by Deputation	On Contract Basis/By deputation The Terms for deputation are at Annex-1 On direct contract basis , the terms are as below
4	Tenure of Post	On contractual basis for a period not exceeding 5 years renewable at the discretion of CMSS and subject to satisfactory performance
5	Emoluments	Rs. 1,50,000/- per month (Consolidated-all inclusive)
5.	Age limit for direct recruitment	Up to 55 years of age as on last date of submission of the application.
6.	Essential Educational Qualification and Experience for direct recruitment	Chartered Accountant (CA)/MBA (Finance)/ICWA with minimum 15 years of experience out of which at least 5 years of experience in Financial /Accounts management. Working knowledge and experience of MS Office and Accounting Software.
7.	Probation period	6-months
8.	Method of recruitment whether direct or by deputation and percentage of the posts to be filled by various methods	On contract basis.
9.	Job requirements	As per attached Annexure
10.	Period of appointment	For retention/continuation, review of performance after every year by the DG&CEO and the Governing Body of the Society. However, services can be terminated by serving one month notice in case of unsatisfactory performance.
11.	Annual increase in salary	5% subject to satisfactory performance.



Main Responsibilities

- 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) Other duties as specified by the Directory General /CEO.



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3. All Departments under the Ministry of Health and Family Welfare
4. All attached/Sub-ordinate offices/Autonomous bodies etc under the Administrative control of Ministry of Health and Family Welfare

Subject: Filing up of one (01) post of General Manager (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

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:-

- (c) (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) Officers with five years' regular service from organised Accounts Services 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. 6600/- (as per 6th CPC) or equivalent in the parent cadre or department; or

(iii) Officers with five years regular service in the above grade (PB-3 Rs.15600-39100+ Grade Pay Rs.6600/- as per 6thCPC) and having three years experience in the field of Finance and Accounts.
- (d) Possessing the following educational qualifications and experience:-
 - (i) Chartered Accountant (CA)/MBA (Finance) from recognised University/ICWA.
 - (ii) Three years' experience in the field of Finance /Accounts.

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 as per the given address along with two copies of Bio-data (Annexure-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;
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All the Ministries/Departments are requested to circulate the vacancy in their attached /sub-ordinate offices/ autonomous bodies/ educational and other research institutions/ universities.



Bio-Data (For Deputation Candidates)

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:		
	2013-14	2014-15	2015-16
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

2nd Floor VishwaYuvak Kendra, 8, Teen MurtiMarg,

Chanakyapuri, New Delhi-110021

Application form (On Contract basis) for the post of: _____

Advertisement No.: _____

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

For office use only

Application No.

Affix a recent
passport size
photograph duly
attested by the
candidate

Name of the post [As stated in the advertisement]	
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01.	Name in full (in capital letters) [as stated in 10 th standard marks sheet]	
02.	Father's/Husband's Name	
03.	Date of birth (Date/Month/Year) [As stated in 10 th standard marks sheet]	
04.	Postal address for communication. [Candidates to mention e-mail id, mobile/landline number.]	
05.	Permanent address [Candidates to mention e-mail id, mobile/landline number.] [If permanent address is the same as postal address for communication, write 'same as postal address.']	
06.	Religion	
07.	Nationality	
08.	Gender	
09.	Category	SC /ST/OBC/Gen



10.	Do you belong to -	Ex-servicemen – Physically Handicapped – Yes / No If YES, please attach an attested copy of certificate issued by the competent authority on the format prescribed by the Government of India.
11.	Have you ever been convicted by a Court of Law or is there any criminal/ disciplinary/ vigilance case pending against you?	Yes / No If YES please give details in separate sheets.

12. Educational/Professional and Technical Qualification						
Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks	Division/ Class	Specialization



	Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____
C.	Name Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____

16.	Are you a member of any professional body? If yes, give details:	
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17. Details of enclosures. If space is not sufficient, attach separate sheet in the format given below):
IMPORTANT: ALL THE ENCLOSURES SHOULD BE ATTESTED and serially page numbered.

Sl.	Description	Page No.



DECLARATION

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

Place:

Date:

Signature of the Applicant



GENERAL INSTRUCTIONS TO CANDIDATES

1. How to fill the application?

- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.
- 1.2 Incomplete/invalid application: If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.
- 1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.

Column No.	Description	Instructions
---	Photo	Affix a recent passport size photograph. Only the candidate should attest the photograph.
---	Post No.	Should be exactly same as given in advertisement.
---	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
---	Area of the post	Should be exactly as stated in the Advertisement. If separate areas for a post are mentioned in the Advertisement, the area for which application is made should be written.
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.
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 address'.
06.	Religion	Please state the religion.
07.	Nationality	Please state Nationality
08.	Gender	Please Mention
09.	Category	Please write the category.
10.	Ex-servicemen/ 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.	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. For example : The essential qualification prescribed for the post is graduate degree. If any candidate possesses post graduate degree or even further higher qualification but not a graduate degree, the applicant will be treated as not having essential qualification. Enclosing mark sheets : Please note that enclosing of mark sheets is compulsory for the post where the essential qualification prescribes possessing a certain percentage of marks. For example : If the essential qualification is post graduate degree with minimum 60% marks, enclosing mark sheets is compulsory, failing which, the application will be summarily rejected.
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.
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.	Membership of professional body.	Please state complete information. If you are not a member of any professional body, state 'Not applicable' in this column.
17.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.



18.	Address for forwarding application	<p>General Manager (Administration) CENTRAL MEDICAL SERVICES SOCIETY 2nd Floor , Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021. Last Date of Application: Within 30 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.</p> <p>It is the responsibility of the candidate to ensure that the hard copy of application to reach at above address on or before the last date of submission. No application will be received after 6.00 PM on closing date.</p>
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