THE TIMES OF INDIA, NEW DELHI THURSDAY, OCTOBER 26, 2023

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt, of India).
2<sup>st</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021.
Phone: 011-21410905/6. Website: www.cmss.gov.in

## VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS). Central Procurement Agency of Ministry of Fleath and Family Welfare (MoHFW). Government of India Invite applications from eligible Indian citizens for the following position on contract basis. The details of advertisement, application form, general terms & conditions can be downloaded from CMSS website www.cmss.gov.in The last date of receipt of applications by postis 08.12.2023

Sr. No		No. of posts	Monthly Emoluments (in:Rs.)	last date of	Kectniment
01	General Manager (Administration)	01	1,50,000/-	55 Years	On Contract





नई दिल्ली, गुरुवार, २६ अक्तूबर २०२३

05

### केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वारथ्य एवं परिवार कल्याण मंत्रालय, मारत सरकार का खायत्त निकाय) द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021, फोनः 011-21410905/6 वेबसाइटः www.cmss.gov.in

### रिक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रांलय (MoHFW), मारत सरकार की केंद्रीय अधिप्राप्ति संस्था, अनुबंध के आधार पर निम्निलिखित पद के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करती है। विज्ञापन, आवेदन पत्र, सामान्य नियम और शतों का विवरण सीएमएसएस वेबसाइट www.cmss.gov.in से डाउनलोड किया जा सकता है। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 08.12.2023 है।

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01	महाप्रबंधक (प्रशासन)	01	1,50,000/-	55 वर्ष	अनुबंध पर

विज्ञापन संख्याः सीएमएसएस/एएन/015/दिनांक 26:10:2023 महाप्रबंधक (प्रशासन)



# Hindustan Times

NEW DELHI THURSDAY OCTOBER 26, 2023

### CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India) 2<sup>rd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021 Phone: 011-21410905/6 . Website: www.cmss.gov.in

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Sr. No	the post	No. of posts	Emoluments	Age as on last date of application	Recruitment
01	General Manager (Administration)	01	1,50,000/-	55 Years	On Contract

Advt. No: CMSS/AN/015/dated 26:10:2023

GM (Administration)



### CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India) 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021 Phone: 011-21410905/6 Website: <a href="www.cmss.gov.in">www.cmss.gov.in</a>

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S.No	Name of the post	No. posts	of		Age as on the last date of application	
01	General Manager (Administration)	01		1,50,000/-	55 Years	On Contract

Advt. No: CMSS/AN/015 /dated 26.10.2023

GM (Administration)



### CENTRAL MEDICAL SERVICES SOCIETY

(Ministry of Health & Family Welfare, Government of India)
Recruitment Rules for the post of General Manager (Administration).

1	Name of Post	General Manager (Administration)
2	Number of Posts	One (01)
3	Emoluments	Rs. 1,50,000/- per month (Consolidated – all inclusive)
4	Method of recruitment whether direct or by deputation or on contract.	On contractual basis.
5	Tenure of Post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly contract basis subject to satisfactory performance.
6	Age limit	Up to 55 years of age as on last date of submission of the application.
7	Educational Qualification and Experience required for recruitment	<ul> <li>Educational Qualification: MBA</li> <li>Experience:         <ul> <li>Candidate must have post qualification work experience of minimum 15 years in Central Govt. /State Govt./PSU/Autonomous bodies/Govt Affiliated or approved Organisation/ AICTE/UGC approved Institute/ organisation.</li> <li>Out of the above 15 years, candidate must have at least 06 years' experience in whole time capacity in core Administration and Human Resource Management in Central Govt./State Govt./PSU/Autonomous Body.</li> <li>Working knowledge and experience of MS Office and Human Resource Management Software</li> </ul> </li> </ul>
8	Probation period	6 months
9	Job responsibilities/requirements	As per attached Annexure.
10	Period of appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO and the Chairman, Governing Body. However, services can be terminated / relieved by serving one month notice by either side.  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 there of.
11	Annual increase in salary	5% Subject to satisfactory performance as mentioned at point 10.



### Main Responsibility of General Manager (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) Other duties as specified by the Director General /CEO.



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

Advt. No.: CMSS/AN/015 dated 26.10.2023 & Application for the post of: -----

For office use only

Application No.

		_	
[Please read Genera	l Terms & conditions	before filling up the ap	plication.]

Affix a recent

passport size

	k details for Application Fee of Rs.100.00  Bank Draft No: Date:		photograph duly signed by the candidate
ii.	Payable at:		Canadate
	In case the amount remitted online, please provide detail	ls:	
111.	in case the amount remitted chang, preuse pressure actual		
Name	of the post applied for (As in advertisement)		
01.	Full Name (in capital letters) [as stated in 10 <sup>th</sup> standard marks sheet]		
02.	Father's Name		
03.	Marital Status (Spouse Name)		
04.	Date of birth (DD/MM/YYYY)  [As stated in 10 <sup>th</sup> standard marks sheet]  Age as on 08.12.2023		
05.	Address for correspondence with PIN code, E-mail & Contact no.		
	(Mail Id and Mobile are mandatory)	Mail Id: Alternate Mail Id: Mobile No: Alternate Mobile No:	
06.	Permanent address	THE THE THE TYPE THE	
00.	[Candidates to mention e-mail id, mobile/landline number.]		
	[If permanent address is the same as correspondence		
	write 'same as correspondence address.']	Mail 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		
12.	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.	y	
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 Passing	of	% of Marks / CGPA	Divisi on/ Class	Subjects / Stream
10 <sup>th</sup> Standard / Equivalent							
12 <sup>th</sup> Standard / Equivalent							
Graduation		*					
Post- Graduation							
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.

Regular/ Period of employment Duration Gross Post held Governm Department/ Salary per (Y & M) Institute/ Office ent/Priva Permanent/ From To Month dd/mm/yy te Sector Contract 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 & E-mail id
II.	Name
	Designation
	Postal address
	Phone number & E-mail id
III.	Name
	Designation
	Postal address
	Phone number & E-mail id

19. Details of enclosures: Candidate should attach proof of application fee DD/NEFT details, self-attested copies of qualification & experience. If space is not sufficient, attach separate sheet in the format given below):

Page No.	Description	Sl.

20. I hereby declare that I fully meet the eligibility requirement mentioned at Sr No. 6 & 7 of the Recruitment Rule of the Post & attached all the documents above at (Sr. No. 19: Detail 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.
- 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.
- 4) 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.
- 5) 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/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.
- 1.5 Application Fee: Applicants shall be required to pay application fee of Rs. 100.00 (Rupees One Hundred Only) by demand draft in favour of "CENTRAL MEDICAL SERVICES SOCIETY" Payable at New Delhi OR by online payment / NEFT as per below mentioned accounts details:-

### [ Female, SC/ST, PwD & Ex-serviceman category applicants need not pay any application fee.]

Note: The fees once paid shall not be refunded or re-adjusted under any circumstances.

NAME OF ACCOUNT	CENTRAL MEDICAL SERVICES SOCIETY
BANK NAME	STATE BANK OF INDIA
BRANCH NAME WITH ADDRESS	NIRMAN BHAWAN, MAULANA AZAD ROAD, NEW
	DELHI-110011
BANK ACCOUNT NUMBER	32719062216
IFSC CODE	SBIN0000583
MICR CODE	110002092

Column No.	Description	Instructions
	Photo	Affix a self-attested recent passport size photograph
	Name of the post 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
2		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 <sup>th</sup> standard certificate.
03.	Marital Status	State whether married/ unmarried. If yes, mention the spouse name.
	(Spouse Name)	
04.	Date of birth	As mentioned in SSLC/10 <sup>th</sup> standard certificate.
05.	Address for	Please write complete postal address with PIN Code.
	correspondence	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



11.   Whether any criminal case of disciplinary vigilance case pending against you?	10.	Category	Please write the category.
12. Whether you were convicted by any court at any time in your life?  13. Have you ever filed any case against any Government body! Autonomous Bodies! PSU's & Private Sector.  14. Whether any financial liabilities / any other obligations are pending with previous / present employer?  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.  16. Essential educational, professional, and technical qualifications because and experience with the summarily rejected even if such 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 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 post qualification and Experience. Please note that post qualification and Experience. Essential Educational Qualification and Experience. Please note that post qualification and Experience. Please note that post qualification meets the requirement. Any or these must be attached as a proof. Please attach self-attested copies of certificates.  18. Reference References should be familiar with your cacdemic / professional work and should not be relatives.  19. Details of enclosure attached. Serially number the enclosures.  20. Declaration Candidate to sign the declaration, the property with your application for the post held to see if application with date and fill up all the detail as mentioned in declaration. If any candidate did not sign the declaration, then the application will be summarily rejected.  21. Address for forwarding application  22. Candidates are advised to submit their application along with a supporting documents pertaining to age, educational qualification experience et and superscribed on the top as "Application of the post of General Manager			
vigilance case pending against you?  12. Whether you were convicted by any court at any time in your life?  13. Have you ever filed any case against any Government body! Autonomous Bodies/ PSU's & Private Sector.  14. Whether any financial liabilities / any other obligations are pending with previous / present employer?  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.  16. Essential educational, professional, and technical qualifications  17. Details of employment and experience  18. Reference  Reference  Reference  Reference  Reference  References  References  Reference Should be familiar with your academic / professional work and should be familiar with your academic / professional work and should be familiar with your application of the post held to see if applicant meets the requirement. Any of these must be attached as a proof.  References work and should be familiar with your academic / professional work and should not be relatives.  18. Reference  18. Reference  19. Details of enclosure  19. Details of enclosure  20. Declaration  21. Address for forwarding application  22. Address for forwarding application  23. Address for forwarding application  24. Professional work and should not be relatives.  25. Candidate to sign the declaration, if any candidate did not sign the declaration, then the application with date and fill up all the detail as mentioned in declaration, then the application application application of the post of General Manager (Administration), Central Medical Services Society. Telegal Manager (Administration) application application in the propertion of the post of General Manager (Administration) application application in the propertion of the post of General Manager (Administration)			
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Have you ever filed any case against any Government body/Autonomous Bodies/PSU's & Private Sector.		any time in your life?	
Government   Bodies/ PSU's & Private Sector.	13.	Have you ever filed any	If YES please give details in separate sheets.
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PSU's & Private Sector.			
Whether any financial liabilities / any other obligations are pending with previous / present employer?			
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			Chanakyapuri, New Delhi-110021. The last date of receipt of
5.30 PM. on closing date.			application is 08.12.2023. No application will be received after
		s.	5.30 PM. on closing date.



### 1. 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 who is already in 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 date of issue, period of experience, gross salary and the name and designation of the issuing authority along with signature and date.
- 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 the CMSS Website (www.cmss.gov.in) only. 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 is available in the website www.cmss.gov.in for download and use.
- candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualifications, experience etc. to The General Manager (Administration), Central Medical Services Society, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021 by speed post/Registered post only.
- xvi) The last date of receipt of application is <u>08-12-2023</u>.
- xviii) Application received after the **last date** (08-12-2023) 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.

