

THE TIMES OF INDIA

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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
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 invites applications from eligible Indian citizens for the following positions 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 post is **16.08.2024**.

Sr. No	Name of the post	No. of posts	Monthly Emoluments (in Rs.)	Age as on last date of application
1.	Manager (Legal)	01	50,000/-	40 Years
2.	Manager (Information Technology)	01	50,000/-	40 Years

Advt. No: CMSS/AN/015 / dated 03.07.2024 (Administrative Officer)



Hindustan Times

FIRST VOICE LAST WORD.

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बुधवार

3 जुलाई 2024, नई दिल्ली, नगर संस्करण

हिन्दुस्तान

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केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त निकाय)
द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग, चाणक्यपुरी,
नई दिल्ली-110021, फोन: 011-21410905/6
वेबसाइट: www.cmss.gov.in

रक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoHFW), भारत सरकार की केन्द्रीय अधिप्राप्ति संस्था, अनुबंध के आधार पर निम्नलिखित पद के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करती है। विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों का विवरण सीएमएसएस वेबसाइट www.cmss.gov.in से डाउनलोड किया जा सकता है। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि **16.08.2024** है।

क्र सं.	पद का नाम	पदों की संख्या	मासिक परिलब्धियाँ (रुपये में)	आवेदन की अंतिम तिथि को आयु
01	प्रबंधक (कानूनी)	01	50,000/-	40 वर्ष
01	प्रबंधक (सूचना प्रौद्योगिकी)	01	50,000/-	40 वर्ष

विज्ञापन संख्या: सीएमएसएस/एएन/015/दिनांक 03.07.2024 (प्रशासनिक अधिकारी)

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(Administrative Officer)



CENTRAL MEDICAL SERVICES SOCIETY
(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)
Recruitment Rules for the post of Manager (Legal)

1	Name of Post	Manager (Legal)
2	Number of Posts	01 (One)
3	Emoluments	Rs.50,000/- per month (Consolidated -All Inclusive)
4	Method of Recruitment	On contract 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 40 years of age as on the last date of the application
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	Educational Qualification: Degree in L.L.B/Integrated L.L.B from a recognised University/ Institute & approved by BAR Council of India (BCI). Experience: (i) At least two (02) years post qualification experience in handling Contractual/ Arbitration/Court matters. (ii) Experience of working in a reputed law firm/office of the Government Panel Counsel in the area of Arbitration, Service and Contract law and have been assisting in handling the legal cases of Government departments/PSUs/autonomous bodies. (iii) At least 10 court appearance for Govt/PSU/Bank required. (iv) Must be Computer-Literate, proficient in using MS Office. (v) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-I
10	Period of Appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO, CMSS. However, services can be terminated / relieved by serving one month notice by either side. <i>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.</i>
11	Annual Increment in Salary	5% subject to satisfactory performance.



Job Responsibilities: Manager (Legal)

- Regular Monitoring and follow up of specific legal issues entrusted to them.
- Preparing/Advising/ Assisting the officers concerned in preparing the legal replies & correspondence [Statement of Defence (SoD), Statement of Claim (SoC) and Filing replies based on the statutory provisions].
- To maintain a status report of all ongoing Court Cases and track the dates of next hearing to suitably alert the officers concerned.
- Providing legal assistance in drafting & vetting the LOA, Agreement, Offer Letter.
- Provide legal assistance to Human resources team for employment matters and contract drafting for employment and other relating matters.
- Ensuring the IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals) are complied with statutory authorities.
- Prepare the legal notices to stakeholders, filing of legal or civil case vendors, employees infringing the employment terms
- Coordination with empanelled advocate for legal cases and disputes resolution.
- Provide assistance to IT Department on software licensing, anti-infringement and anti-piracy compliances.
- Collaborate with account departments to educate internal stakeholders on compliance, legal and data protection requirements.
- Any other duties as assigned by the DG & CEO or/and Reporting Officer.



CENTRAL MEDICAL SERVICES SOCIETY
(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)
Recruitment Rules for the post of Manager (Information Technology)

1	Name of Post	Manager (Information Technology)
2	Number of Posts	01 (One)
3	Emoluments	Rs.50,000/- per month (Consolidated -All Inclusive)
4	Method of Recruitment	On contract 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 40 years of age as on the last date of the application
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past experience certificate/terms of reference/appointment letter/published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.	Educational Qualification: B.Tech.(CS/IT) / MCA from a recognised University. Experience: (i) At least two (02) years post qualification experiences in handling website, ERP module, SAP & IT infrastructure in any Central/ State/ PSU/Autonomous Body. (ii) Should have knowledge of GeM & eOffice. (iii) Must be Computer-Literate, proficient in using MS Office and able to resolve IT related problems. (iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-II
10	Period of Appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO, CMSS. However, services can be terminated / relieved by serving one month notice by either side. <i>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.</i>
11	Annual Increment in Salary	5% subject to satisfactory performance.



Job Responsibilities: Manager (Information Technology)

- Installing & configuring software, hardware & networking. Ensuring security and efficiency of IT infrastructure.
- Monitoring system performance and troubleshooting issues. Upgrade system with new releases and modules.
- Managing of Website of CMSS.
- Training to all the staffs regarding using of all IT modules. Managing entire IT system of CMSS.
- To determine the IT needs of the organisation and responsible for implementing IT infrastructure at CMSS.
- Any other duties as assigned by the DG & CEO or/and Reporting Officer.



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

Advt. No.: CMSS/AN/015/ dated 03-07-2024

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*

Bank details for Application Fee of Rs.100.00

i. Bank Draft No: _____ Date: _____

ii. Payable at : _____

iii. In case Application Fee remitted online, please provide Transaction

Reference No.: _____ Date: _____

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 16.08.2024	
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
10 th Standard / Equivalent						
12 th 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.)

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 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):

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 have enclosed the demand draft No:..... Dated...../...../..... of bank in favour of “CENTRAL MEDICAL SERVICES SOCIETY” payable at NEW DELHI / Enclosed the UTR./NEFT Transaction ref. detailsdated...../...../.....of bank.
- 3) 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 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.
- 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	SBIN000583
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/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's 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 post qualification experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement. Any of these must be attached as a proof. Please attach self-attested copy of relieving certificate of the past 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 envelop should be superscribed on the top as “APPLICATION FOR THE POST OF AGAINST ADVT. No. CMSS/AN/015/ dated 03.07.2024” to the address: - Administrative Officer , Central Medical Services Society, 2 nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 16.08.2024 . No application will be received after 5.30 PM. on closing date.

2. 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 ie., 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.
- xv)** Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualifications, experience etc. to **Administrative Officer, Central Medical Services Society, 2nd 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 **16-08-2024.**
- xvii)** The application along with all serially page-numbered enclosures/documents in support of the candidature must be sent in an envelope of suitable size and quality. The envelop should be superscribed on the top as **APPLICATION FOR THE POST OF ----- AGAINST ADVT. No. CMSS/AN/015/ dated 03.07.2024.**
- xviii)** **Application received after the last date (16.08.2024) 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.**