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शुक्रवार

20 जून 2025, नई दिल्ली

● पांच प्रदेश ● 24 संस्करण

हिन्दुस्तान

भरोसा नए हिन्दुस्तान का

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Mbappe has been hospitalised with an acute case of gastroenteritis to add to a difficult start for Real Madrid at the Club World Cup, P 22



CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg,
Chanakypuri, New Delhi - 110 021
Phone: 011-21410905

VACANCY ANNOUNCEMENT

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 filling the following positions purely on a contract basis.

Sr. No.	Name of the post	No. of Post	Age as on last date of receipt of application	Monthly Emoluments (in Rs.)
01	Assistant General Manager (Procurement)	01	45 years	1,00,000/- + PF
02	Assistant General Manager (Logistics & Supply Chain)	01	45 years	1,00,000/- + PF
03	Assistant General Manager (Finance)	01	45 years	1,00,000/- + PF
04	Manager (Legal)	01	40 years	50,000/- + PF

Interested applicant may write email to recruitment@cmss.gov.in for the details of the advertisement, application form, general terms & conditions or it can be downloaded from CMSS website (cmss.gov.in). The last date of receipt of applications by post is 04.08.2025.

Advt. No: Admn/RECT/4/2025-ADMIN-CMSS/dated 20.06.2025

GM (Administration) (i/c)



केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)
द्वितीय तल, विश्व युवा केंद्र, तीन मूर्ति मार्ग,
चानक्यपुरी, नई दिल्ली-110021
फोन: 011-21410905

रिक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoH&FW), भारत सरकार की केन्द्रीय अधिप्राप्ति संस्था पात्र भारतीय नागरिकों से पूर्णतया संविदा के आधार पर निम्नलिखित पदों को भरने के लिए आवेदन आमंत्रित करती है।

क्र. सं.	पदों के नाम	पदों की संख्या	आवेदन की अंतिम तिथि को आयु	मासिक वेतन (रु. में)
01	सहायक महाप्रबंधक (प्रापण)	01	45 वर्ष	1,00,000/- + पीएफ
02	सहायक महाप्रबंधक (लॉजिस्टिक्स एवं सप्लाइ चेन)	01	45 वर्ष	1,00,000/- + पीएफ
03	सहायक महाप्रबंधक (वित्तीय)	01	45 वर्ष	1,00,000/- + पीएफ
04	प्रबंधक (विधिक)	01	40 वर्ष	50,000/- + पीएफ

इच्छुक आवेदक विस्तृत विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों के विवरण हेतु recruitment@cmss.gov.in को ई-मेल भेज सकते हैं अथवा सीएमएसएस वेबसाइट (cmss.gov.in) से डाउनलोड कर सकते हैं। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 04.08.2025 है।

विज्ञापन संख्या: Admn/RECT/4/2025-ADMIN-CMSS/dated 20.06.2025

महाप्रबंधक (प्रशासन) (इन्चार्ज)



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

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 a contract basis.

Sr. No.	Name of post (on a contract basis)	No. of post	Age as on last date of receipt of application	Monthly Emoluments (in Rs.) (on a contract basis)
01	Assistant General Manager (Procurement)	01	45 years	1,00,000/- + PF
02	Assistant General Manager (Logistics & Supply Chain)	01	45 years	1,00,000/- + PF
03	Assistant General Manager (Finance)	01	45 years	1,00,000/- + PF
04	Manager (Legal)	01	40 years	50,000/- + PF

Interested applicant may write email to recruitment@cmss.gov.in for the details of the advertisement, application form, general terms & conditions or it can be downloaded from CMSS website (cmss.gov.in). The last date of receipt of applications by post is **04-08-2025**.

Refer '[Application format](#)' at **Annexure-Y** for applying on contract basis.

Advt. No: Admn/RECT/4/2025-ADMIN-CMSS /dated 20-06-2025

GM (Administration) (i/c)

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of
‘Assistant General Manager (Procurement)’

1	Name of Post	Assistant General Manager (Procurement)
2	Number of Posts	01 (One)
3	Method of recruitment.	on a contract basis
4	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
5	Tenure of Post	<i>On contract basis, initially for a period of <u>5 years</u> (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.</i>
6	Age limit	Up to 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualification and Experience. (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.) (Proof of annual turnover should be attached for candidates from a non-government industry background).	<p>Educational Qualification: An Engineering Degree / B.Pharm / MBA from a recognised University.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Candidate must have post-qualification work experience of minimum <u>06 years</u> in Central Govt./ State Govt./ Public Sector Undertaking /Autonomous bodies under Central or State Government <u>AND/OR</u> private industry with Annual turnover of INR 500 crores or more in the preceding financial years. • Out of the above 06 years, candidate must have at least <u>04 years</u>’ experience in whole time capacity in <u>core procurement</u> in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government. • For each of past experience tenure in private industry, the Annual Turnover in preceding year should be INR 500 Crores or more. • Knowledge of modern Enterprise Resource Planning (ERP) and E-Procurement system. • Knowledge of GFR, Public Procurement Process & related provisions. • Candidate should be proficient in MS Office. • Knowledge of Government e- Market place • Candidate should have good oral and written expression in English.
8	Probation period	6- Months
9	Job Responsibilities	As per attached Annexure-A
10	Period of appointment	<i>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 thereof.</i>
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities: Assistant General Manager (Procurement)

1. 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 /or as per bilateral or multilateral or as per mutual agreement with the donor agency as the case may be.
2. To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages in close coordination with the programme/indenting division.
3. Preparing supplier database by incorporating details of contract particulars, product, and license, past performance and product quality problems if any.
4. Preparation /updatation of standard bid document by incorporating all relevant provisions of GFR, relevant GOI Guidelines, Procurement Manual and amendments there to.
5. Award/issue of contract and other related documents.
6. Responsible for bid evaluation, award of contract and post contract management.
7. To ensure grievances redressal of suppliers.
8. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to procurement, distribution and storage of drugs/vaccines/contraceptive/ other public health related items etc.
9. To implement necessary periodical updates in e-procurement and ERP system.
10. Conducting Market Research & keep update in Pharmaceutical Sector Domestic & International.
11. In the matter related to procurement providing technical and managerial advice to Ministry/ Department of Central Government, State Governments/or any other procurement of health sector goods.
12. Any other duties as assigned by the DG & CEO or / and the Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of
‘Assistant General Manager (Logistics & Supply Chain)’

1	Name of Post	Assistant General Manager (Logistics & Supply Chain)
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
4	Method of Recruitment	on a contract basis
5	Tenure of Post	<i>On contract basis, initially for a period of <u>5 years</u> (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.</i>
6	Age Limit	Up to 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualifications and Experience (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.) (Proof of annual turnover should be attached for candidates from a non-government industry background).	<p>Educational Qualification: An Engineering Degree/ B.Pharm / MBA from a recognised University.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Candidate must have post-qualification work experience of minimum <u>06 years</u> in Central Govt. / State Govt./ PSU/ Autonomous bodies <u>AND/OR</u> in Pharmaceutical Industry/ FMCG/ E-commerce / Logistic Service Providers (Company with INR 500 Crores Annual Turn Over in the preceding Financial Year). • Of the above 06 years, candidate must have at least <u>04 years</u>’ experience in whole-time capacity in <u>Store Management / Warehousing/ Transportation/Distribution and Logistics.</u> • Knowledge of Supply Chain System & process having PAN India Operation. • Knowledge of good warehousing practices. • Knowledge of GFR. • Candidate should be proficient in MS Office. • Candidate should have good oral and written expression in English.
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-B
10	Period of Appointment	<i>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 thereof.</i>
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities: Assistant General Manager (Logistics & Supply Chain)

1. To lay down guidelines for efficient management of Logistics and Supply Chain Management of warehouses of CMSS as well as ensure timely supply of goods to Nodal Officer of Programs.
2. Implement national/international Best Practices for storage and distribution of health-related goods.
3. Responsible for maintaining data and MIS pertaining to receipts, dispatches, expiry, near expiry, with details of quantity & cost etc.
4. Use MIS data for supply chain efficiencies & improve system and process.
5. To design replenishment process and monitor stock out positions.
6. Designs and implementation Logistics and Inventory Management System.
7. Devise a cost-effective transport and distribution systems.
8. To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
9. Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
10. Training to CMSS and other government staff on Good Warehousing Practices.
11. Monitoring and evaluate vendors on the laid down parameters.
12. Preparation of tender documents for transportation, warehouse infrastructure, maintenance of warehouse, relating to ERP system of warehouse etc.
13. Responsible to publish the tenders as per requirement in prescribed manner.
14. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to distribution and storage of drugs/vaccines/contraceptive etc.
15. Advice in matters of Quality Assurance during storage and movement.
16. Any other duties as assigned by the DG & CEO or / and the Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of
‘Assistant General Manager (Finance)’

1	Name of Post	Assistant General Manager (Finance)
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
4	Method of Recruitment	on a contract basis
5	Tenure of Post	<i>On contract basis, initially for a period of <u>5 years</u> (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.</i>
6	Age Limit	Up to 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualifications and Experience (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.) (Proof of annual turnover should be attached for candidates from a non-government industry background).	Educational Qualification: MBA (Finance) / ICWA / CA from a recognised University/ Body. Experience: <ul style="list-style-type: none"> • Must have post qualification work experience of minimum <u>06 years</u>. • Of the above <u>06 years</u>’ candidate must have at least <u>04 years</u>’ experience in whole time capacity in <u>Finance & Accounts</u> in Central Govt./State Govt./Public Sector Undertaking/Public Sector Banks /Autonomous body under state & central Governments. • Knowledge of modern ERP Accounting System. • Knowledge of annual book closure process & finalisation of Accounts. • Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions. • Knowledge of GFR • Knowledge of audit by CAG & related processes. • Knowledge of compliance statutory provisions relating to IT Act, GST Act & Registration of Society Act etc. • Knowledge of Budgeting & MIS • Candidate should be proficient in MS Office. • Candidate should have good oral and written expression in English
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-C
10	Period of Appointment	<i>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 thereof.</i>
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.

Job Responsibilities: Assistant General Manager (Finance)

1. To ensure that procurement is in compliance with applicable laws, regulations and instructions as well as policies and established procedure.
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. Assist in conducting internal audit, statutory Audit, Tax Audit, CAG Audit of the Society.
4. To prepare annual budget estimates of the society & Monitoring of same on quarterly basis.
5. To ensure timely payment to suppliers and redressal of their grievance in a time bound manner.
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 & 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 IT based database solution/ERP to cover financial control and monitoring.
10. Assist in the development of training material covering financial aspects of procurement and supply chain solution.
11. Tender advice on other financial matters concerning of the society.
12. To provide financial and managerial advice to CMSS.
13. Collect and report MIS pertaining to receipts, accounts payables etc.
14. Use data to drive supply chain and procurement efficiencies.
15. Monitoring and evaluate vendors on the laid down parameters.
16. Any other duties as assigned by the DG & CEO or / and Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under 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/- + PF per month (Consolidated -All Inclusive)
4	Method of Recruitment	on a contract basis
5	Tenure of Post	<i>On contract basis, initially for a period of <u>5 years</u> (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.</i>
6	Age Limit	Up to 40 years of age as on the last date of receipt of 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.	<p>Educational Qualification: Degree in L.L.B/ Integrated L.L.B from a recognised University/ Institute & approved by BAR Council of India (BCI).</p> <p>Experience:</p> <ul style="list-style-type: none"> At least two (02) years post-qualification experience in handling Contractual/ Arbitration/ Court matters. 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. At least 10 court appearance for Govt/ PSU/ Bank required. Must be Computer-Literate, proficient in using MS Office. Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As per attached Annexure-D
10	Period of Appointment	<i>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. 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)

1. Regular Monitoring and follow up of specific legal issues entrusted to them.
2. 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].
3. To maintain a status report of all ongoing Court Cases and track the dates of next hearing to suitably alert the officers concerned.
4. Providing legal assistance in drafting & vetting the LOA, Agreement, Offer Letter.
5. Provide legal assistance to Human resources team for employment matters and contract drafting for employment and other relating matters.
6. Ensuring the IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals) are complied with statutory authorities.
7. Prepare the legal notices to stakeholders, filing of legal or civil case vendors, employees infringing the employment terms
8. Coordination with empanelled advocate for legal cases and disputes resolution.
9. Provide assistance to IT Department on software licensing, anti-infringement and anti-piracy compliances.
10. Collaborate with account departments to educate internal stakeholders on compliance, legal and data protection requirements.
11. Any other duties as assigned by the DG & CEO or/and Reporting Officer.

Application form for post on contract basis

Advt. No.: Admn/RECT/4/2025-ADMIN-CMSS/dated 20-06-2025

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 04.08.2025	
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/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 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 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 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 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 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 (CC)** 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.

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 / annual turnover of organization for the post held 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 a self-attested copy of a 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 04.08.2025. No application will be received after 5.30 PM. on closing date.

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.
- 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 as prescribed by CMSS.
- x) Any information regarding the advertisement, such as corrigendum (if any) will be displayed on the CMSS website only (**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:-** Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class/ AC Chair Car (CC)** 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.
- xvi) The last date of receipt of application is **04-08-2025**.
- xvii) The application with all supporting documents pertaining to age, educational qualifications, experience etc. with all serially page-numbered enclosures/documents (complete in all respects) in support of the candidature must be sent through **India Post** at the given 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.**
- xviii) **Application received after the last date (04-08-2025) 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 a 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) Applicants are advised to submit separate applications for separate posts.