



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, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi-110021

दूसरी मंजिल, विश्व युवक केंद्र, पं. उमा शंकर दीक्षित मार्ग, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021



Advt. No. CMSS/Admin./387/2025

Dated: - 21.10.2025

NOTICE FOR WALK-IN INTERVIEW

The Central Medical Services Society is an Autonomous Body under Ministry of Health & Family Welfare, Govt. of India, has scheduled 'Walk-in interview' for the engagement of 'Consultant (Administration)' from the experienced retired central government servants on contract basis. Detailed terms and conditions of engagement of consultant is given at 'Annexure-A'

2. The eligibility criteria and other details are as follow: -

Sr. No.	Name / No. of Post	Requisite Eligibility	
1.	Consultant (Administration) -One (01) Post	Eligibility	Retired Govt. servant at the level of ASO / SO / US or equivalent from Central Govt. / PSU/ Autonomous Body of Central Govt. possessing the following eligibility requirements: -
		Essential Experience	Should have held the post for at least <u>five years</u> and handled administrative matters, policy formulation, creation of regular posts, RR framing / amendment, matters under FR/SR and other matters related to Govt. rules & regulation.
		Age Limit	Not exceeding 62 years as on the date of Walk-in interview.
		Tenure	The engagement is purely on contract basis, initially for one year and further extension is subject to requirement & as per DoE's OM No. 3-25/2020-E.IIIA dated 09.12.2020 guidelines.
		Remuneration	Consultant will get consultancy fee & Transport Allowance as per instructions contained in DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020.

3. Interested applicants/ candidates may attend interview at the venue and as per schedule given below, along with duly filled application form and one set of self-attested photocopies of relevant experience documents and PPO.

a) Date and time of Walk-in interview: **31 Oct 2025 (Friday) at 11:00 AM**

b) Venue: **Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, (Opp. National Police Memorial), Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi-110021**

Sd/-
Administrative Officer
Tel.: 011-21410905/6

Terms & Conditions for engagement of 'Consultant (Administration) in the Office of Central Medical Services Society, Head quarter, Chanakyapuri, New Delhi – 110021

1. The normal working hours would be from 9:00 AM to 5:30 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM from Monday to Friday.
2. The consultant shall be entitled to leave at the rate of 1.5 days for each completed month of service, to be availed with prior permission. Accumulation of leave beyond a calendar year shall not be allowed.
3. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
4. Engagement may be terminated by either side by giving one month's notice.
5. Consultant will get consultancy fee as per instructions contained in DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020, i.e., last pay drawn minus pension. No other allowance except TA shall be admissible to the consultant.
6. The post is purely on contractual basis and consultant will not be entitled to absorption to the post held by him/ her or any other benefits applicable to the regular employees.
7. No typing assistance shall be provided.
8. The consultant will require to give an undertaking that they will adhere to principles of fairness, impartiality, transparency and will avoid conflict of interest respecting relevant Government policies and principles.
9. No TA/DA shall be admissible for joining the assignment or to appear for 'walk-in interview' at CMSS. No entitlement of staff car, HRA, CGHS, medical reimbursement, telephone, newspapers, residential accommodation, personal staff, or LTC, etc. All GOI guidelines for Retired Consultants shall be strictly adhered to.
10. Place of Duty shall be Central Medical Services Society, H.Q., 2nd Floor, Vishwa Yuvak Kendra, (Opp. National Police Memorial), Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi-110021 and if any official tours are required to be undertaken, admissible TA /DA shall be governed by GOI orders applicable to retired consultants.
11. CMSS shall not be responsible for any loss, accident, damages/ injury suffered by him /her, whatsoever arising in or out of the execution of his work, including travel.
12. During the terms of service, he/ she shall not engage in any private business of professional activity which could be conflict with the interest of the Government.
13. He/ She shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
14. Candidates appearing for 'walk-in interview' must bring a copy of PPO.

PROFORMA FOR THE POST OF CONSULTANT (ADMINISTRATION)

1. Name:
2. Father's Name:
3. Date of Birth:
4. Aadhaar Number:
5. PPO Number:
6. Date of Joining in Government Service:
7. Date of Retirement / Voluntary Retirement:
8. Name of Ministry /Department/ PSU/ Autonomous (from which retired):
9. Designation (from which retired):
10. Last Pay Drawn (Basic) (PPO copy enclosed):
11. Basic Pension:
12. Mobile No.:
13. E-mail Id:
14. Mailing Address:
15. Permanent Address:
16. Details of knowledge in Computer:
17. Educational Qualification:

**Affix recent
passport size
photograph**

18. Brief particulars of experience

Sr. No.	Name of Organization	Period		Post held	Nature of Work
		From	To		

Add separate sheet, if required.

19. Additional relevant information, if any in support of your suitability for the said engagement (Attach separate sheet).

Declaration

☐ I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from the vigilance angle at the time of retirement. No disciplinary or judiciary action is pending against me as on date. I have read this document and ready to accept the terms and conditions for engagement of consultant.

Place:

Date:

Signature of Applicant

Name _____

Documents to be attached:

1. Copy of PAN Card
2. Copy of AADHAR Card
3. Copy of PPO
4. Copy of Experience Certificate