



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



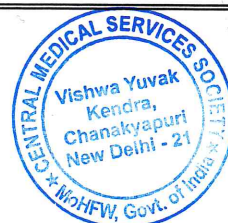
F.No.Admn/RECT/7/2025-ADMIN-CMSS

Dated: 14.11.2025

NOTICE

- 1) The applications received in response to the vacancy advertisement No. **Admn/RECT/7/2025-ADMIN-CMSS/dated 07.09.2025** for the post of '**General Manager (Procurement)**' on contract basis are scrutinized thoroughly with reference to essential educational qualification and experience (i.e., Recruitment Rules) and the terms and conditions mentioned in the advertisement. Remarks in applications after scrutiny is published in the Official Website (i.e. www.cmss.gov.in) for information to the candidates.
- 2) Candidates may send their supporting / deficit scanned documents to email: **recruitment@cmss.gov.in** by due date **20-November-2025 (End-of-Day)** to fulfil the eligibility as per Recruitment Rules (RR) of the Post & 'Remarks' given against their Application Number. While sending the email, it is necessary to mention the name of the candidate, application number and the post applied for.
- 3) The correspondence received after the due date i.e., **20-November-2025 (End-of-Day)** shall not be entertained in any case.
- 4) As mentioned in vacancy advertisement dated 07.09.2025, please note that, "Any relaxation in the eligibility criteria mentioned in the Recruitment Rules, as demanded or requested by the candidate, will not be entertained."
- 5) List of applications received against advertised post of '**General Manager (Procurement)**' on contract basis and their status: -

S.No.	Application No.	Deficit Documents (Remarks) w.r.t Application Eligibility as per RR of the Post ' General Manager (Procurement) ' on contract basis
1.	CMSS-GMP-07092025-01	(i) Candidate's different names in documents. Provide clarification with documentary proof. (ii) Marksheet and Passing certificate of 10 th & 12 th standard / equivalent.



		(iii) Essential work experience of minimum 20 years in Govt./ Pvt. sector, not met. (iv) Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
2.	CMSS-GMP-07092025-02	Candidate is overage. Criteria of 'age limit' not met.
3.	CMSS-GMP-07092025-03	Candidate is overage. Criteria of 'age limit' not met.
4.	CMSS-GMP-07092025-04	Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
5.	CMSS-GMP-07092025-05	(i) Passing certificate of 10th & 12th standard. (ii) Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
6.	CMSS-GMP-07092025-06	(i) Candidate's different names in documents. Provide clarification with documentary proof. (ii) Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
7.	CMSS-GMP-07092025-07	Candidate is overage. Criteria of 'age limit' not met.
8.	CMSS-GMP-07092025-08	(i) Candidate's different names in documents. Provide clarification with documentary proof. (ii) All marksheets of MBA degree (IGNOU). (iii) Complete 'Discharge Book' if released from the Indian Navy or 'No Objection Certificate' from the Indian Navy if in service. (iv) Detailed description of roles and responsibilities performed in the Indian Navy and documentary proof of the same. (v) Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
9.	CMSS-GMP-07092025-09	(i) Candidate's different names in documents. Provide clarification with documentary proof. (ii) Passing certificate of 12th standard. (iii) Experience certificate mentioning name, designation, date of joining & relieving and detailed description of roles and responsibilities performed in NHM. (iv) Essential work experience of minimum 20 years in Govt./ Pvt. sector, not met.



		(v) Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.
10.	CMSS-GMP-07092025-10	Essential education qualification not met.
11.	CMSS-GMP-07092025-11	Essential education qualification not met.
12.	CMSS-GMP-07092025-12	(i) Marksheet and Passing certificate of 10 th & 12 th standard / equivalent. (ii) Detailed description of roles and responsibilities performed in the Govt. organizations since 26.07.2017 till date, and documentary proof of the same.
13.	CMSS-GMP-07092025-13	Candidate is overage. Criteria of 'age limit' not met.
14.	CMSS-GMP-07092025-14	'No Objection Certificate' from the present organization.
15.	CMSS-GMP-07092025-15	Candidate is overage. Criteria of 'age limit' not met.
16.	CMSS-GMP-07092025-16	Essential work experience of minimum 08 years' experience in whole time capacity in core Procurement of Goods & Services in Govt. sector, not met.



- 6) Recruitment Rules (RR) of post '**General Manager (Procurement)**' on contract basis, advertised vide Vacancy Advt. dated 07.09.2025 is given below, for the reference: -

CENTRAL MEDICAL SERVICES SOCIETY (An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India) Recruitment Rules for the post of 'General Manager (Procurement)' on Contract Basis			
1	Name of Post	General Manager (Procurement)	(Post on Contract basis)
2	Number of Posts	(01) One	
3	Emoluments/ Pay-scale	Rs.2,00,000/- + PF per month (Consolidated – all inclusive) for appointment on contract basis.	
4	Method/Mode of recruitment	On Contract Basis (on contract basis, the terms are below:-)	
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 55 years of age as on last date of submission of the application.	
7	Essential Educational Qualification and Experience required for recruitment (Proof of past 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)	Essential Qualification: An Engineering Degree / B.Pharm. / MBA from a recognized University. Experience: • Candidate must have work experience of minimum 20 years in Central Govt. /State Govt./ PSU/ Autonomous bodies under Central or State Governments AND/OR Private Industry (with Annual turnover of 500 crores or more in any one of the last three financial years). • Out of the above 20 years, candidate must have at least 08 years' experience in whole time capacity in core Procurement of Goods & Services in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments. • 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 (GeM). • 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.</i> <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 as mentioned at point 10.	



Job Responsibilities of '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 Reporting Officer.

