



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

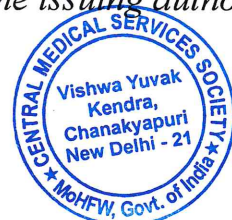


F.No. Admn/RECT/3/2026-ADMIN-CMSS

Dated: 06.10.2026

NOTICE

- 1) The applications received in response to the vacancy advertisement No. **Admn/RECT/3/2026-ADMIN-CMSS/dated 19.07.2026** for the post of '**Manager (Procurement)**' on a contract basis are scrutinized thoroughly with reference to essential qualifications (i.e., Recruitment Rules), the terms and conditions mentioned in the advertisement and clarification sought from the candidates through email dated 10.09.2026.
- 2) Remarks w.r.t. applications after scrutiny are tabulated below and the same is published on the Official Website (i.e. www.cmss.gov.in) for information to the candidates.
- 3) **Not-shortlisted** candidates, who otherwise possess the essential qualifications mentioned in the shortlisting criteria (i.e., Recruitment Rules), may represent by sending an email with the supporting / deficit scanned documents to email: recruitment@cmss.gov.in by due date **13-October-2026 (End-of-Day)** to fulfil the eligibility as per Recruitment Rules (RR) of the Post. While sending the email, it is necessary to mention the name of the candidate, application number and the post applied for.
- 4) No correspondence/representation received after 13-October-2026 (End-of-Day) shall be entertained under any circumstances.
- 5) The representation shall be examined on the basis of the Recruitment Rules of the post and the documents submitted by the candidate. In case the representation is not found appropriate/satisfactory, the status of the application as "Not-Shortlisted" shall be treated as final.
- 6) As mentioned in vacancy advertisement dated 19.07.2026, 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.*"
- 7) As mentioned in vacancy advertisement dated 19.07.2026, please note that, "*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*



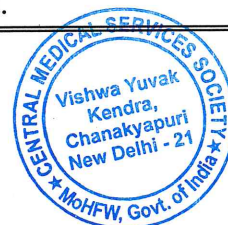
handwritten signature & date with a pen. (Note: Computer generated certificates or documents with digital signature will not be accepted) ”

- 8) As mentioned in vacancy advertisement dated 19.07.2026, please note that, “*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.*”
- 9) Status of applications received against advertised post of ‘**Manager (Procurement)**’ on a contract basis: -

S.No.	Application No.	Status/ Remarks
1.	CMSS-MP-19072026-01	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
2.	CMSS-MP-19072026-02	<u>Not-shortlisted</u> Experience certificate from the organization specifying the roles and responsibilities performed/served during the period from 29.07.2020 to 12.04.2023 has not been submitted. Essential work experience as per the prescribed eligibility criteria is not fulfilled.
3.	CMSS-MP-19072026-03	<u>Not-shortlisted</u> Discrepancies in various dates of employment in submitted application. Experience certificate of organization serving from 24.10.2023 till date, is not in format as prescribed in vacancy advertisement, from the organization. Essential work experience as per the prescribed eligibility criteria is not fulfilled.
4.	CMSS-MP-19072026-04	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
5.	CMSS-MP-19072026-05	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
6.	CMSS-MP-19072026-06	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.



7.	CMSS-MP-19072026-07	<u>Not-shortlisted</u> Candidate is overage. Criteria of 'age limit' not met.
8.	CMSS-MP-19072026-08	<u>Provisionally-shortlisted</u> All final marksheets of Graduation (B.Tech.) are not submitted.
9.	CMSS-MP-19072026-09	<u>Not-shortlisted</u> (i) All final marksheets of Graduation (B.A.) are not submitted. (ii) Discrepancies have been observed in the dates mentioned in the experience certificates, and the experience certificate specifying the roles and responsibilities performed has not been submitted in format as prescribed in vacancy advertisement.
10.	CMSS-MP-19072026-10	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
11.	CMSS-MP-19072026-11	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
12.	CMSS-MP-19072026-12	<u>Not-shortlisted</u> Experience certificate of organization served from 01.12.2015 to 03.06.2022, is not in format as prescribed in vacancy advertisement. Essential work experience as per the prescribed eligibility criteria is not fulfilled.
13.	CMSS-MP-19072026-13	<u>Not-shortlisted</u> (i) Non-disclosure of graduation details at the time of joining the organisation where the candidate served from 01.08.2022 to 09.05.2024. Relieving certificate for the said period, not submitted. (ii) Candidate was simultaneously enrolled in a regular graduation (B.A. course- 2019–2022 academic session) while being employed during the academic session 2019–2021.
14.	CMSS-MP-19072026-14	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
15.	CMSS-MP-19072026-15	<u>Not-shortlisted</u> Experience certificate specifying the roles and responsibilities performed during the period from 30.06.2018 to 29.06.2024 has not been submitted. Essential work experience as per the prescribed eligibility criteria is not fulfilled.



16.	CMSS-MP-19072026-16	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
17.	CMSS-MP-19072026-17	<u>Provisionally-shortlisted</u> (i) Marksheets of 10th and 12th std. (ii) All marksheets of Post-graduation.
18.	CMSS-MP-19072026-18	<u>Not-shortlisted</u> (i) Passing certificate of 12 th Std. and final degree of Graduation (B.Sc.) not submitted. (ii) Candidate was simultaneously enrolled in a regular graduation (B.Sc. course- 2014–2018 academic session) while being employed during the academic session 2017–2018. (iii) Experience certificate specifying the roles and responsibilities, of organization served from June 2017 to May 2020, is not in format as prescribed in vacancy advertisement. (iv) Appointment letter and salary slip for the preceding three months from the organization where the candidate served from June 2017 to May 2020, are not submitted. (v) Essential qualification as per the prescribed eligibility criteria is not fulfilled.
19.	CMSS-MP-19072026-19	<u>Not-shortlisted</u> Experience certificate specifying the roles and responsibilities, of organization served/serving from 07.08.2023 to 30.11.2024 and 03.12.2024 till date, are not in format as prescribed in vacancy advertisement. Essential work experience as per the prescribed eligibility criteria is not fulfilled.
20.	CMSS-MP-19072026-20	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
21.	CMSS-MP-19072026-21	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.
22.	CMSS-MP-19072026-22	<u>Not-shortlisted</u> Essential work experience as per the prescribed eligibility criteria is not fulfilled.



- 10) Recruitment Rules (RR) of post ‘**Manager (Procurement)**’ on a contract basis, advertised vide Vacancy Advt. dated 19.07.2026 is given below, for the reference: -

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(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of
‘Manager (Procurement)’ on Contract Basis

1	Name of Post	Manager (Procurement)	(Post on Contract basis)
2	Number of Post	01 (One)	
3	Emoluments	Rs.50,000/- + PF per month (Consolidated-all inclusive)	
4	Method of Recruitment	On Contract basis	
5	Tenure of Post	<i>On contract basis, initially for a period of 05 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 05 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. (Proof of past experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description for the post held are to be enclosed with application form, to see if applicant meets the requirement)	Educational Qualification : Any Graduate /B.Pharma /B.Tech /MBA from a recognised University. Experience : (i) At least <u>02 years</u> post qualification experiences in <u>core procurement</u> work in any Central Govt. /State Govt./ PSU/ Autonomous bodies under Central or State Governments. (ii) Should have knowledge of GeM and GFR. (iii) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled procurement Module. (iv) Should have good oral and written skills in English.	
8	Probation Period	6 Months	
9	Job Responsibilities	As per attached <u>Annexure-C</u>	
10	Period/ Terms of Appointment	<i>For retention/continuation, review of performance at the end of every year by the DG & CEO of the Society. 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 accepting 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 'Manager (Procurement)'

- 1) Preparation of bidding documents including all special conditions and general terms & conditions.
- 2) Responsible for bid evaluation, award of contract and post contract management.
- 3) To deal with litigation matters in Courts and Arbitration related to Procurement.
- 4) Assist in training needs assessment for procurement, distribution and storage of drugs/ medical devices/ vaccines/ contraceptive and in the preparation of training materials.
- 5) To arrange for Audit of procurement and related issues.
- 6) Any other duties as assigned by the DG & CEO or / and the Reporting Officer.

