

CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)

2nd Floor, VishwaYuvak Kendra, TeenMurtiMarg, Chanakyapuri, New Delhi-110021

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

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following positions on direct contract basis. The details of advertisement, the application form and the terms /conditions can be downloaded from CMSS website www.cmss.gov.in.

Position	No. of Vacancies	Mode of Recruitment
Accounts Officer	01	On Contract
Manager (Logistics & Supply Chain)	03	On Contract
Manager (Procurement)	02	On Contract
Manager (Quality Assurance)	02	On Contract
Manager (Administration)	01	On Contract

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents. Applications complete in all respects to be sent by Speed Post & by e-mail (both) to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021.** The last date of receipt of application is **10.05.2021.** Incomplete applications, or those received (on e-mail) after the last date will not be entertained. CMSS will not be responsible for any postal delays.

e-mail: cmss.admn2021@gmail.com

Advt. No: CMSS/AN/269/09-04-2021 GM (Administration).

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**RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER,
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF
HEALTH & FAMILY WELFARE**

1	Name of Post	Accounts Officer
2	Number of Posts	1 (One)
3	Emoluments	Rs. 40,000/- per month (Consolidated)
4	Whether Selection/ Contractual Post	On contractual basis initially for a period not exceeding 2 years renewable subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age	Below 63 years as on 1 st January of the year of recruitment.
6	Educational Qualification and Experience required for recruitment	(i) Bachelors Degree from a recognised University. (ii) 10 years of work experience in Accounting and Finance in Central/ State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (iii) Good working knowledge of Government Financial Rules and Systems. (iv) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel) and experience of TALLY Software. (v) Strong accounting and financial analytical skills with a demonstrated record of accuracy.
7	Method of recruitment whether direct or by deputation or on contract basis.	On contractual basis
8	Job responsibilities/ requirements	As mentioned below
9	Period of appointment	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
10	Annual increase in emoluments	5% subject to satisfactory performance.

Job Responsibilities : Accounts Officer

- 1) Handling of entire system of receipts and payments budgets/ advances/interacting with banks.
- 2) Payment of salaries & consolidated monthly fee to personal working in CMSS.
- 3) Preparation of different statement, reports and reference on periodical basis including the Annual Budget.
- 4) Maintenance of Expenditure Control Register and Audit Objection Register.
- 5) Calculation, deduction of TDS and preparation of Statement for TDS returns.
- 6) Handling cash.
- 7) Verification of bills & voucher.
- 8) Ensure authenticity of expenses before payments.
- 9) Vouchers preparation & filling works.
- 10) Maintain inward and outward register & asset register etc.
- 11) Preparation of financial reports.
- 12) Maintain accounts of the Society through Tally Software.
- 13) Assist in internal Audit and Statutory audit of Accounts.
- 14) Undertake any other assignments, which may be assigned from time to time by the DG & CEO.

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RECRUITMENT RULES FOR THE POST OF MANAGER (L&SC),
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF
HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Logistics and Supply Chain)
2	Number of Posts:	03 (Three)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Science Graduate / B.Pharma / B.Tech / BCA / MBA/ MCA from a recognised University. (ii) At least two years post qualification experience in core warehousing (store) / transport & logistics / Supply Chain Work in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled logistics and supply chain Module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below.
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract renewed.

Job Responsibilities:

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. Collect and report MIS pertaining to receipts, dispatches, expiry, near expiry fill rates vendor fill rates, etc.
3. Use data to drive supply chain efficiencies.
4. Designs and implementation Logistics and Inventory Management Systems.
5. Devise a cost effective transport and distribution systems.
6. To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
7. Monitoring and evaluate vendors on the laid down parameters.
8. Any other duties as assigned by the DG & CEO or/and Reporting Officer.

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RECRUITMENT RULES FOR THE POST OF MANAGER
(PROCUREMENT), CENTRAL MEDICAL SERVICES SOCIETY,
DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Procurement)
2	Number of Posts:	02 (Two)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates, this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Science Graduate /B.Pharma /B.Tech /MBA from a recognised University. (ii) At least 02 years post qualification experiences in core Procurement work in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM and GFR. (iv) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled procurement Module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

Job Responsibilities:

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 all litigation matters in Courts and Arbitration.
4. Assist in training needs assessment for procurement, distribution and storage of drugs/vaccines/contraceptive and in the preparation of training materials.
5. To arrange for Audit of procurement and related issues.
6. Other duties as specified by the DG & CEO or / and Reporting Officer.

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RECRUITMENT RULES FOR THE POST OF MANAGER (QUALITY ASSURANCE), CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Manager (Quality Assurance)
2	Number of Posts:	02 (Two)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. The contract period will be renewed on yearly basis subject to satisfactory performance. For deserving candidates this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) B.Pharm / M. Pharma from a recognised University. (ii) At least two years post qualification experience in Pharmaceutical related QA work (testing & quality checks for drugs/medical devices etc.) in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled quality assurance module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below .
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

Job Responsibilities:

- 1) To put in place excellent, quality assurance system through the procurement cycle starting from sourcing till final distribution to ensure the quality of health sector goods.
- 2) Ensure timely sampling of drugs.
- 3) To conduct inspection & testing of contracted goods to ensure supply as per contract specifications.
- 4) Assessment of vendors, vendor rating and registration of suppliers to maintain directory of suppliers.
- 5) Creation of unified standards for inspection of manufactures and suppliers to assess compliance with good manufacturing practices (GMP).
- 6) Assessment and empanelment of external inspection agencies.
- 7) To provide inputs to the Supply Chain Management System.
- 8) E-procurement relating to quality assurance issues.
- 9) Other duties as specified or assigned by the Director General /CEO or /and Reporting Officer.

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**RECRUITMENT RULES FOR THE POST OF
MANAGER(ADMINISTRATION), CENTRAL MEDICAL SERVICES
SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE**

1	Name of Post:	Manager (Administration)
2	Number of Posts:	01(One)
3	Emoluments:	Rs.35,000/- per month (Consolidated)
4	Whether Selection/Contractual Post:	On yearly contractual basis for initial period not exceeding 5 years. For deserving candidates this total period can be extended on yearly basis subject to satisfactory performance.
5	Age limit for recruitment:	Not exceeding 40 years on the last date of receipt of application.
6	Educational Qualification and Experience required for recruitment: (Please note that offer letter / past experience certificate / published RR should mention detailed job profile. In case the same is not available, the job profile certificate by HR department / competent authority of previous employer(s) must be submitted)	(i) Any Graduate/MBA from recognised University. (ii) At least 02 years post qualification experiences in core Administration/HR/Establishments work in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM and GFR. (iv) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled HR Module. (v) Should have good oral and written skills in English.
7	Probation Period:	6(Six) months.
8	Method of recruitment; whether direct or by deputation or on contract basis:	On contractual basis.
9	Job responsibilities/ requirements:	As mentioned below
10	Period of appointment:	For retention/continuation, review of performance after every one year by the DG&CEO of the Society. However, services can be discontinued by serving one month's notice from either side.
11	Annual increase in salary:	5% subject to satisfactory performance, in case yearly contract is renewed.

Job Responsibilities:

- 1) Responsible for handling of all Administrative matters of the Society.
- 2) Supervise and provide work direction to subordinate Administrative Personnel.
- 3) Assist in the management and functioning of the Society by evaluating existing and proposed organizational policies and procedures.
- 4) Implement and monitor administrative and financial policies and procedures, management and coordination of work, record management. Handling public/staff grievances.
- 5) Responsibility of efficient and expeditious disposal of work and checks on delays. To enhance electronically supported office procedures system.
- 6) To look after welfare & security issues. Attend to Court cases.
- 7) Any other duties as assigned the DG & CEO or/and reporting officer.

(6)

