

## CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India)  
2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021  
Phone: 011-21410905/6 Website: [www.cmss.gov.in](http://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 contract basis. The details of advertisement, the application form and the terms /conditions can be downloaded from CMSS website [www.cmss.gov.in](http://www.cmss.gov.in).

Position	No. of Vacancies	Mode of Recruitment	Application Fee:
Assistant General Manager (Logistics & Supply Chain)	01	On Contract	Rs. 1000.00
Assistant General Manager (Finance)	01	On Contract	Rs. 1000.00
Assistant General Manager(Procurement)	01	On Contract	Rs .1000.00
Administrative Officer	01	On Contract	Rs. 500.00
Manager (Finance)	01	On Contract	Rs. 500.00
Manager (Quality Assurance)	02	On Contract	Rs. 500.00
Manager (Logistics & Supply Chain)	01	On Contract	Rs. 500.00
Manager (Procurement)	02	On Contract	Rs. 500.00
Manager (Information Technology)	01	On Contract	Rs. 500.00
Warehouse Manager (Pharmacist)	02*	On contract	Rs. 500.00

**Note: (\*The number of vacancies may vary as per requirement)**

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: [www.cmss.gov.in](http://www.cmss.gov.in).

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents & **application fee in the form of demand draft/ NEFT**. Applications complete in all respects to be sent in a sealed envelope marked as **“Application for the post of “ -----at Central Medical Services Society”** to the address **The General Manager (Administration), Central Medical Services Society, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 31.03.2023.** Incomplete applications or application without application fee or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 dated 24.02.2023

GM (Administration)



# CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous body under Ministry of Health & Family Welfare, Govt. of India)  
2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021  
Phone: 011-21410905, 21410906 Website: [www.cmss.gov.in](http://www.cmss.gov.in)

## VACANCY ANNOUNCEMENT

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S.No.	Name of Post	Number of post	Educational Qualification	Minimum number of years of post-qualification work experience	Monthly Emoluments (in Rs.)	Mode of Rect.
1	Assistant General Manager (LSC)	01	Engineering Degree / B.Pharma / MBA	06	80,000/-	On Contract
2	Assistant General Manager (Finance)	01	MBA (Finance) ICWA/CA	06	80,000/-	On Contract
3	Assistant General Manager (Procurement)	01	Engineering Degree / B.Pharma / MBA	06	80,000/-	On Contract
4	Administrative Officer	01	Bachelor Degree	10	40,000/-	On Contract
5	Manager (Finance)	01	B.Com/MBA (Finance) ICWA(Inter) / CA(Inter)	02	35,000/-	On Contract
6	Manager (Quality Assurance)	02	B.Pharma / M.Pharma	02	35,000/-	On Contract
7	Manager (Logistics & Supply Chain)	01	Any Graduate / B.Pharma / B.Tech / BCA / MBA / MCA	02	35,000/-	On Contract
8	Manager ( Procurement)	02	Any Graduate/ B.Pharma/B.Tech/ MBA	02	35,000/-	On Contract
9	Manager (Information Technology)	01	B.Tech (CS/IT) / MCA	02	35,000/-	On Contract
10	Warehouse Manager (Pharmacist)	02*	B.Pharma	04	40,000/-	On Contract

**Note: (\*The number of vacancies may vary as per requirement)**

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: [www.cmss.gov.in](http://www.cmss.gov.in).

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents & **application fee in the form of demand draft/ NEFT**. Applications complete in all respects to be sent in a sealed envelope marked as "**Application for the post of** -----  
-----**at Central Medical Services Society**" to the address **The General Manager (Administration), Central Medical Services Society, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 31.03.2023.** Incomplete applications or application without application fee or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 dated 24.02.2023

GM (Administration)



**CENTRAL MEDICAL SERVICES SOCIETY**  
**(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. 80,000/- per month (Consolidated – all inclusive)
4	Method of Recruitment	On Contract basis.
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Up to 45 years of age as on the last date 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). (Proof of annual turnover should be attached for candidates from industry background).	<p><b>Educational Qualification:</b> An Engineering Degree/ B.Pharma / MBA</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Of the above 06 years, candidate must have at least <u>04 years</u> experience in whole time capacity in Store Management / Warehousing/ Transportation/Distribution and Logistics.</li> <li>• Knowledge of Supply Chain System &amp; process having PAN India Operation.</li> <li>• Knowledge of good warehousing practices.</li> <li>• Knowledge of GFR.</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Candidate should have good oral and written expression in English.</li> </ul>
8	Probation Period	6 Months
9	Job Responsibilities	As per attached <b>Annexure-I</b> .
10	Period of Appointment	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>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 (LSC)**

- 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.
- Implement national/international Best Practices for storage and distribution of health related goods.
- Responsible for maintaining data and MIS pertaining to receipts, dispatches, expiry, near expiry, with details of quantity & cost etc.
- Use MIS data for supply chain efficiencies & improve system and process.
- To design replenishment process and monitor stock out positions.
- Designs and implementation Logistics and Inventory Management System.
- Devise a cost effective transport and distribution systems.
- To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
- Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
- Training to CMSS and other government staff on Good Warehousing Practices.
- Monitoring and evaluate vendors on the laid down parameters.
- Preparation of tender documents for transportation, warehouse infrastructure, maintenance of ware house, relating to ERP system of ware house etc.
- Responsible to publish the tenders as per requirement in prescribed manner.
- 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.
- Advice in matters of Quality Assurance during storage and movement.
- Any other duties as assigned by the DG & CEO or /and Reporting Officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
**(Ministry of Health & Family Welfare, Government of India)**  
**Recruitment Rules for the post of Assistant General Manager (Finance)**

1	<b>Name of Post</b>	<b>Assistant General Manager (Finance)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs. 80,000/- per month (Consolidated -all inclusive).
4	Method of Recruitment	On Contract basis.
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Up to 45 years of age as on the last date 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.	<b>Educational Qualification:</b> MBA (Finance)/ICWA/CA. <b>Experience :</b> <ul style="list-style-type: none"> <li>• Must have post qualification work experience of minimum 06 years.</li> <li>• Of the above <u>06 years</u>' candidate must have at least <u>04 years</u>' experience in whole time capacity in Finance &amp; Accounts in Central Govt./State Govt./Public Sector Undertaking/Public Sector Banks /Autonomous body under state &amp; central Governments..</li> <li>• Knowledge of modern ERP Accounting System.</li> <li>• Knowledge of annual book closure process &amp; finalisation of Accounts.</li> <li>• Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions.</li> <li>• Knowledge of GFR</li> <li>• Knowledge of audit by CAG &amp; related processes.</li> <li>• Knowledge of compliance statutory provisions relating to IT Act, GST Act &amp; Registration of Society Act etc.</li> <li>• Knowledge of Budgeting &amp; MIS</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Candidate should have good oral and written expression in English</li> </ul>
8	Probation Period	6 Months
9	Job Responsibilities	As per attached <b>Annexure-I.</b>
10	Period of Appointment	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>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**  
**(Ministry of Health & Family Welfare, Government of India)**  
**Recruitment Rules for the Post of: Assistant General Manager (Procurement)**

1	Name of Post	<b>Assistant General Manager (Procurement)</b>
2	Number of Posts	01(One)
3	Method of recruitment.	On contract basis.
4	Emoluments	Rs. 80,000/- per month (Consolidated-all inclusive)
5	Tenure of Post	On contract basis, initially for a period of 5 years (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
6	Age limit	Up to 45 years of age as on the last date of the 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 industry background).	<p><b>Educational Qualification:</b> An Engineering Degree/ B. Pharma/ MBA</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Candidate must have post qualification work experience of minimum 06 years 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 500 crores or more in the preceding financial years.</li> <li>• Out of the above 06 years, candidate must have at least <u>04 years'</u> experience in whole time capacity in core procurement in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government.</li> <li>• For each of past experience tenure in private industry, the Annual Turnover in preceding year should be Rs. 500Crores or more.</li> <li>• Knowledge of modern Enterprise Resource Planning (ERP) and E-Procurement system.</li> <li>• Knowledge of GFR, Public Procurement Process &amp; related provisions.</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Knowledge of Government e- Market place</li> <li>• Candidate should have good oral and written expression in English.</li> </ul>
8	Probation period	6- Months
9	Job Responsibilities	As per attached <b>Annexure-I</b>
10	Period of appointment	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>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 .	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 /update 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.





**CENTRAL MEDICAL SERVICES SOCIETY**  
**(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)**  
**Recruitment Rules for the post of Administrative Officer**

1	<b>Name of Post</b>	<b>Administrative Officer</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs. 40,000/- per month (Consolidated-all inclusive)
4	Method of recruitment	On Contract basis.
5	Tenure of Post	On contract basis, for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended beyond 5 years, on yearly basis subject to satisfactory performance.
6	Age Limit	Below 60 years as on the last date of application.
7	Essential Educational Qualification and Experience required for recruitment. <b>(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.</b>	<b>Educational Qualification :</b> Bachelors Degree from a recognised University. <b>Experience :</b> (i) 10 years of work experience of administration and establishment work in Central/State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (ii) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel, PowerPoint). (iii) GFR knowledge is desirable.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of Appointment	For retention/ continuation, review of performance every year by the DG & CEO of the Society. However, Services can be terminated/relieved by serving one months notice by either side. <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: Administrative Officer**

- 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) Organise the meetings of Governing Body and General Body of the Society.
- 5) Coordinate monitor and direct the acquisition, allocation and use of equipment, supplies, telecommunication systems, office and facility space, records storage and retrieval systems and forms; conducts research and develops procedure to improve efficiency and cost-effectiveness; and monitors expenditures.
- 6) Implement and monitor administrative and financial policies and procedures, management and coordination of work, record management. Handling public/staff grievances.
- 7) Maintenance of order and discipline.
- 8) Responsibility of efficient and expeditious disposal of work and checks on delays. To enhance electronically supported office procedure system.
- 9) To look after welfare & security issues. Attend to Court cases.
- 10) Any other duties as assigned by the DG & CEO or/ and Reporting Officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
**MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA**  
**Recruitment Rules for the post of Manager (Finance)**

1	Name of Post	Manager (Finance)
2	Number of Posts	01(One)
3	Emoluments	Rs.35,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis.
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Not exceeding 40 years as on the last date 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.	<b>Educational Qualification :</b> B.Com/ MBA (Finance)/ CA(Inter)/ ICWA(Inter) from recognised University. <b>Experience :</b> i) At least 02 years post qualification experience in core finance and accounting work in any Central/ State /PSU/ Autonomous Body. ii) Should have knowledge of GeM and GFR. iii) Must be Computer-Literate, proficient in using MS-office and able to handle IT enabled Finance Module. iv) Should be well versed with Tally software. v) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of Appointment	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. <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: Manager (Finance)**

- 1) Handling of entire system of receipts and payments budgets/ advances/ interacting with banks. Maintain inward and outward register and asset register.
- 2) Payment of salaries and consolidated monthly fee to personal working in CMSS.
- 3) Preparation of different statement, reports 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 return.
- 6) Verification of bills and voucher. Maintain the details in Tally software.
- 7) Ensure authenticity of expenses before payment.
- 8) Assist in internal Audit and Statutory audit of Accounts.
- 9) Any other duties as assigned the DG & CEO or/and reporting officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
**MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA**  
**Recruitment Rules for the post of Manager (Quality Assurance)**

1	Name of Post	Manager (Quality Assurance)
2	Number of Posts	02 (Two)
3	Emoluments	Rs.35,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Not exceeding 40 years as on the last date 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. (Proof of working at MNC should be attached for candidates from industry background).	<b>Educational Qualification :</b> B.Pharma / M. Pharma from a recognised University. <b>Experience :</b> i) 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. ii) Should have knowledge of GeM and GFR. iii) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled quality assurance module. iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of Appointment	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. <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: Manager (Quality Assurance)**

- 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) 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.
- 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) Any other duties as assigned by the DG & CEO or /and Reporting Officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
(MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)

**Recruitment Rules For the post of Manager (LSC)**

1	Name of Post	<b>Manager (Logistics and Supply Chain)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs.35,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Not exceeding 40 years as on the last date 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. Proof of working at MNC should be attached for candidates from industry background).	<b>Educational Qualification :</b> Any Graduate / B.Pharma / B.Tech / BCA / MBA/ MCA from a recognised University. <b>Experience :</b> i) At least two years post qualification experience in core warehousing (store) / transport & logistics / Supply Chain Work in any Central / State / PSU / Autonomous Body/MNC. ii) Should have knowledge of GeM and GFR. iii) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled logistics and supply chain Module. iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of Appointment	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. <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: Manager (Logistics and 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. 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.



**CENTRAL MEDICAL SERVICES SOCIETY**  
**MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA**  
**Recruitment Rules for the post of Manager (Procurement)**

1	Name of Post	Manager (Procurement)
2	Number of Posts	02 (Two)
3	Emoluments	Rs.35,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis
5	Tenure of Post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Not exceeding 40 years as on the last date of application.
7	Essential 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.	<b>Educational Qualification :</b> Any Graduate /B.Pharma /B.Tech /MBA from a recognised University. <b>Experience :</b> i) At least 02 years post qualification experiences in core Procurement work in any Central/State/PSU/Autonomous Body. 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 mentioned below
10	Period of Appointment	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. <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: 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 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. Any other duties as assigned by the DG & CEO or / and Reporting Officer.



**CENTRAL MEDICAL SERVICES SOCIETY**  
**MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA**  
**Recruitment Rules For The Post Of Manager (Information Technology)**

1	Name of Post	<b>Manager (Information Technology)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs.35,000/- per month (Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis.
5	Tenure of the post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Not exceeding 40 years 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.	<b>Educational Qualification :</b> B.Tech (CS/IT)/ MCA from recognised University. <b>Experience :</b> (i) At least 02 years post qualification experiences in handling website, ERP module, SAP & IT infrastructure in any Central/State/PSU/Autonomous Body. (ii) Should have knowledge of GeM. (iii) Must be Computer-Literate, proficient in using MS Office and able to resolve IT related problems. (iv) Should have good oral and written skills in English.
8	Probation Period	6 Months
9	Job Responsibilities	As mentioned below
10	Period of appointment	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. <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 there of.</i>
11	Annual Increment in Salary	5% Subject to satisfactory performance as mentioned at point 10.

**Job Responsibilities: Manager (Information Technology)**

- 1) Installing & configuring software, hardware & networking. Ensuring security and efficiency of IT infrastructure.
- 2) Monitoring system performance and troubleshooting issues. Upgrade system with new releases and modules.
- 3) Managing of Website of CMSS.
- 4) Training to all the staffs regarding using of all IT modules. Managing entire IT system of CMSS.
- 5) To determine the IT needs of the organisation and responsible for implementing IT infrastructure at CMSS.
- 6) Any other duties as assigned the DG & CEO or/and Reporting Officer.



**Central Medical Services Society**  
**Ministry of Health & Family Welfare, Govt. of India**  
**Recruitment Rules for the post of Warehouse Manager (Pharmacist)**

1	Name of Post	<b>Warehouse Manager (Pharmacist)</b>
2	Number of Posts	02 *(Hyderabad-01 & the other location & number of post may vary as per the requirement.)
3	Emoluments	Rs. 40,000/- per month.(Consolidated-all inclusive)
4	Method of Recruitment	On Contract basis
5	Tenure of post	On contract basis, initially for a period of 5 years (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.
6	Age Limit	Below 45 years of age as on last date of application.
7	Educational Qualification and experience for recruitment. (Please note that past experience certificate should mention detailed job profile)	<b>Educational Qualification :</b> B.Pharma degree from a recognised University/Institute & recognized by the Pharmacy Council of India. <b>Experience :</b> a) An approved/registered pharmacist under the Pharmacy Act, 1948. b) Minimum 4 years of post- qualification experience[including minimum 02 years of work experience in Central Govt./State Govt./PSU/Autonomous body/Pharmaceutical MNCs/ Hospital of 100 bed] in Pharmaceutical store/ warehouse functions . c) Experience in drugs Storage & Distribution. d) Exposure in handling regulatory audits on store/warehouse/distribution functions of Pharmaceutical. e) Exposure to ERP, GFR and E-procurement system are desirable.
8	Probation period	6 Months
9	Job responsibilities	As mentioned below
10	Period of appointment	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. <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 : Warehouse Manager (Pharmacist)**

- 1) Orderly warehousing of various categories of products like quarantine, rejected, released, returned or recalls etc.
- 2) Implementation of Good Storage Practices.
- 3) Compliance of all statutory requirements and maintain records.
- 4) Ensure storage at recommended environmental conditions, housekeeping procedure compliances, etc.
- 5) Sampling as per the SOP.
- 6) Traceability of distributed products batch wise.
- 7) Authorized movement of man, machine and goods at warehouse.
- 8) Training of warehousing staff on SOP.
- 9) Investigation of complaints as per the relevant procedure.
- 10) Adherence with the financial, operational and statutory compliances.
- 11) Ensure co-ordination between state nodal officer, program division & head office
- 12) Maintain records of all transactions and assets of warehouse.
- 13) Ensure legal operation of warehouse, including meeting all inspection and other requirement.
- 14) Any other duties as assigned by the DG & CEO or/ and Reporting Officer.

