

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021
Phone: 011-21410905/6 Website: www.cmss.gov.in

Advertisement No.: CMSS/AN/015 dated 24.02.2023 & Application for the post of : _____

[Please read General Instructions to Candidates before filling up the application.]

For office use only

Application No. _____

Affix a recent
passport size
photograph duly
signed by the
candidate

Bank details for Application Fee of Rs.1000.00/500.00

- i. Bank Draft No: _____ Date: _____
ii. Payable at : _____
iii. In case the amount remitted online, please provide details: _____

Name of the post [As stated in the advertisement]		
01.	Name in full (in capital letters) [as stated in 10 th standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10 th standard marks sheet]	
05.	Postal address for communication. [Candidates to mention e-mail id, mobile/landline number.] (Mail Id and Mobile are mandatory)	Mail Id: Alternate Mail Id: Mobile No: Alternate Mobile No:
06.	Permanent address [Candidates to mention e-mail id, mobile/landline number.] [If permanent address is the same as postal address for communication, write 'same as postal address.']	Mail Id: Mobile No:
07.	Religion	
08.	Nationality	
09.	Gender (Male/Female/Others)	
10.	Category (SC /ST/OBC/Gen)	
11.	Whether any criminal case/ disciplinary vigilance case pending against you? If YES please give details in separate sheets.	
12.	Whether you were convicted by any court at any time in your life ? If YES please give details in separate sheets.	
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector. If YES please give details in separate sheets.	
14.	Whether any financial liabilities / any other obligations are pending with previous / present employer ? If YES please give details in separate sheets.	
15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India. If	



YES please give details in separate sheets.						
16. Educational & Professional Qualification						
Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks / CGPA	Division/ Class	Specialization
10 th Standard / Equivalent						
12 th Standard / Equivalent						
Graduation						
Post-Graduation						
Any Others						

17. Details of employment and experience in reverse chronological order (Attach attested copies of Certificates with details of job description/TOR/ Appointment letter mentioning the job profile meeting the Column -7 of Recruitment Rules of the post applied of all the previous employers along with the joining letter and relieving certificate): (Attach separate sheet, if necessary):

Department/ Institute/ Office	Post held	Government /Private Sector	Regular/ Permanent/ Contract	Period of employment		Duration (Y & M)	Gross Salary per Month
				From dd/mm/yy	To dd/mm/yy		



GENERAL INSTRUCTIONS TO CANDIDATES

1. Regarding filling of application & other terms

- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.
- 1.2 **Incomplete/invalid application:** If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.
- 1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.
- 1.4 Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class** rail fare, by shortest route, from the railway station nearest to their address as cited in the application to New Delhi Railway Station/ Delhi Division and back) on submission of the tickets. The payment shall be made through RTGS in due course of time. For the purpose, the candidate(s) are required to submit duly filled TA form which will be made available on the day of selection test.
- 1.5 **Application Fee:** A fee of **Rs. 1000.00(Rupees One Thousand Only)** for the post of **Assistant General Managers / Rs.500.00(Rupees Five Hundred Only)** for all other posts can be paid via demand draft in favour of " CENTRAL MEDICAL SERVICES SOCIETY " **Payable at New Delhi** OR by online payment / NEFT as per accounts details :-

NAME OF ACCOUNT	CENTRAL MEDICAL SERVICES SOCIETY
BANK NAME	STATE BANK OF INDIA
BRANCH NAME WITH ADDRESS	NIRMAN BHAWAN, MAULANA AZAD ROAD, NEW DELHI-110011
BANK ACCOUNT NUMBER	32719062216
IFSC CODE	SBIN0000583
MICR CODE	110002092

Column No.	Description	Instructions
---	Photo	Affix a self-attested recent passport size photograph
---	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
01.	Name in full	As stated in SSLC/10 th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail.
02.	Father's Name	Father's Name as stated in 10 th standard certificate.
03.	Marital Status (Spouse Name)	State whether married/ unmarried. If yes, mention the spouse name.
04.	Date of birth	As mentioned in SSLC/10 th standard certificate.
05.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the CMSS will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned person/authorities for redirecting/receiving the communication to your new address. Please mention E-mail Id & Mobile No.
06.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal addresses.
07.	Religion	Please state the religion.
08.	Nationality	Please state Nationality
09.	Gender	Please Mention
10.	Category	Please write the category.
11.	Whether any criminal case/ disciplinary	If YES please give details in separate sheets.



	vigilance case pending against you?	
12.	Whether you were convicted by any court at any time in your life ?	If YES please give details in separate sheets
13.	Have you ever filed any case against any Government body/ Autonomous Bodies/ PSU's & Private Sector.	If YES please give details in separate sheets.
14.	Whether any financial liabilities / any other obligations are pending with previous / present employer ?	If YES please give details in separate sheets.
15.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with Government of India.	If YES please give details in separate sheets.
16.	Essential educational, professional, and technical qualifications	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications Please attach self-attested copies of all educational certificates as you have mentioned in your application form.
17.	Details of employment and experience	If the advertisement prescribes possession of employment or experience, details should be furnished in this column. Please provide complete information and attach self-attested copies of certificates. Essential Educational Qualification and Experience. Please note that post qualification 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. Please attach self attested copy of joining letter and relieving certificate of the current employer with your application form.
18.	Reference	References should be familiar with your academic / professional / work and should not be relatives.
19.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
20.	Address for forwarding application	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, 2nd 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 those received after the last date will not be entertained. CMSS will not be responsible for any postal delays. No application will be received after 5.30 PM. on closing date.

