

**Bio-Data (Deputation)**

1	Name	:	
2	Date of Birth	:	
3	Service	:	
4	Batch	:	
5	Contact Telephone No. (O)	(R)	(M)
6	Educational Qualifications	:	
7	Complete Experience/Posting Profile:		
	Sl.No.	Period	Post held /Organisation
			Cadre post /Deputation post
			Place of posting
			Brief Job description
8	Whether clear from Vigilance angle?	:	YES/NO
9	Whether the Officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period (dates) of deputation.	:	YES/NO
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.		YES/NO
11	Whether any minor/major penalty has been imposed on officer during last 10 years.		YES/NO
12	Last 05 years ACR/APARs, duly attested on each page by an officer not below S.O. attached?		YES/NO
13	Last 5 years ACR/APAR grading:		
	2018-19	2019-20	2020-21
			2021-22
			2022-23
14	Any research paper published	:	
15	Details on trainings attended	:	
16	150-200 word write up as to how you are suitable for said post (Attach Separate Sheet)	:	



**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)

Advt. No.: CMSS/AN/015 dated 18.08.2023 & Application for the post of :-----

[Please read General Terms & conditions 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.100.00

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

Name of the post applied for (As in advertisement)		
01.	Full Name (in capital letters) [as stated in 10 <sup>th</sup> standard marks sheet]	
02.	Father's Name	
03.	Marital Status (Spouse Name)	
04.	Date of birth (DD/MM/YYYY) [As stated in 10 <sup>th</sup> standard marks sheet] <b>Age as on 03.10.2023</b>	
05.	Address for correspondence with PIN code, E-mail & Contact no. (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 correspondence write 'same as correspondence address.']	Mail Id: Mobile No:
07.	Religion	
08.	Nationality	
09.	Gender (Male/Female/TG)	
10.	Category (SC /ST/OBC/Gen/ Ex-Serviceman/PwD)	
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	Year of Passing	% of Marks / CGPA	Division/ Class	Subjects / Stream
10 <sup>th</sup> Standard / Equivalent						
12 <sup>th</sup> Standard / Equivalent						
Graduation						
Post-Graduation						
Any Others						

17. Details of employment and experience in reverse chronological order (Attach self-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.

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 TERMS & CONDITIONS

### Instruction for filling of application

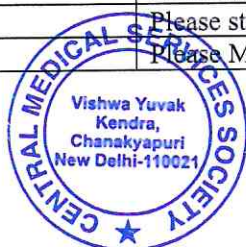
- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.
- 1.2 **Incomplete/invalid application:** If any column is left unfilled, such an application will be 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 **TA/DA:-** Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier/ AC Chair Car** 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:** Applicants shall be required to pay application fee of **Rs. 100.00 (Rupees One Hundred Only)** by demand draft in favour of "CENTRAL MEDICAL SERVICES SOCIETY" Payable at New Delhi OR by online payment / NEFT as per below mentioned accounts details :-

**[ Female, SC/ST, PwD & Ex-serviceman category applicants need not pay any application fee.]**

**Note:** The fees once paid shall not be refunded or re-adjusted under any circumstances.

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

Column No.	Description	Instructions
---	Photo	Affix a self-attested recent passport size photograph
---	Name of the post applied	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
01.	Full Name	Name As stated in SSLC/10 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> standard certificate.
05.	Address for correspondence	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 correspondence address for communication, you may state 'Same as correspondence address.
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/ 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.	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
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. <b>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.</b> <b>Please attach self-attested copy of relieving certificate of the current employer with your application form.</b>
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.	Declaration	Candidate to sign the declaration with date and fill up all the details as mentioned in declaration. If any candidate did not sign the declaration, then the application will be summarily rejected.
21.	Address for forwarding application	Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualification, experience etc and superscribed on the top as " <b>Application for the post of -----</b> <b>-- at Central Medical Services Society</b> " to the address:- <b>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 03.10.2023. No application will be received after 5-30 PM. on closing date.</b>



## 2. GENERAL TERMS & CONDITIONS

- i) It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement.
- ii) 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.
- iii) The date of birth is acceptable only as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university
- iv) The date for determining the age of applicants shall be the closing date of receipt of applications.
- v) Candidate who is already in Central / State Government / PSU/ Autonomous Institution services shall submit a "No Objection Certificate" at the time of selection test.
- vi) Certificates in support of experience should be in proper format i.e., it should be on the organization's letter head mentioning date of issue, period of experience, gross salary and the name and designation of the issuing authority along with signature and date.
- vii) CMSS shall verify the antecedents submitted by the applicant at any time of appointment or during the service. If it is detected at any stage that the information given in the application is incorrect / false then the candidature / appointment shall be summarily cancelled / terminated.
- viii) In case of any ambiguity pertaining to the eligibility criteria for the post, or during the entire process of recruitment, the decision of the Competent Authority of the CMSS shall be final. No correspondence will be entertained in this connection from any individual (s) representatives.
- ix) The selection will be based on selection test as prescribed by CMSS.
- x) Any information related to the advertisement shall be displayed in the CMSS Website ([www.cmss.gov.in](http://www.cmss.gov.in)) only. Applicants are advised to visit the website regularly.
- xi) CMSS reserves the right to rectify any discrepancy in the advertisement, if found later, as well as to modify / cancel any communication made to the candidate.
- xii) CMSS also reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- xiii) Any issue not covered in the instruction shall be decided by the Competent Authority of the CMSS and the decision shall be final and binding on all applicants.
- xiv) Application Form is available in the website [www.cmss.gov.in](http://www.cmss.gov.in) for download and use.
- xv) Candidates are advised to submit their application along with all supporting documents pertaining to age, educational qualifications, experience etc. to **The General Manager (Administration), Central Medical Services Society, 2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021 by speed post/ Registered post only.**
- xvi) The last date of receipt of application is **03-10-2023.**
- xvii) The application along with all serially page-numbered enclosures/documents in support of the candidature must be sent in an envelope of suitable size and quality. The envelop should be superscribed on the top as APPLICATION FOR THE POST OF -----  
-----AGAINST ADVT. No. CMSS/AN/015/2023 DATE – 18-08-2023.
- xviii) Application received after the **last date (03-10-2023)** will not be entertained. CMSS shall not be responsible for any postal delay.
- xix) Canvassing in any form by the candidate or on behalf of the candidate shall be treated as disqualification of candidature.

