

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 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.

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 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.	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. Please note that experience certificate/ relieving certificate/ terms of reference/ appointment letter/ published RR/ job description / annual turnover of organization for the post held are to be enclosed with application form, to see if applicant meets the requirement. Any of these must be attached as a proof. Please attach self-attested copy of Bonafide certificate from 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.	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 <u>“Application for the post of ----- ----- at Central Medical Services Society”</u> to the address:- The General Manager (Administration) , Central Medical Services Society, 2 nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi-110021, through India Post . No application will be received after 5:30 PM on closing date (23-10-2025). Application received after the last date (23-10-2025) will not be entertained . CMSS shall not be responsible for any postal delay . (Note: Request for acceptance of applications by hand will not be entertained).

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 from 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 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**)
- 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 / interview as prescribed by CMSS.
- x) Any information related to the advertisement shall be displayed in CMSS website (**cmss.gov.in**) or MoHFW website (**mohfw.gov.in**).
(Applicants are advised to visit CMSS 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 with vacancy advertisement and its terms & conditions, is available on CMSS website (**cmss.gov.in**) or MoHFW website (**mohfw.gov.in**) for download and use.
- xv) **TA/DA:-** Outstation Applicants will get reimbursement of rail fare (upto a maximum of **AC 3 Tier Class/ 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/ interview.

- xvi)** Applicants are advised to submit separate applications for different post.
- xvii)** The application with all supporting documents pertaining to age, educational qualifications, experience etc. with all serially page-numbered enclosures/documents (complete in all respects) in support of the candidature must be sent through **India Post** at the given address: **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Marg, Chanakyapuri, New Delhi 110021.**
- xviii)** No application will be received after **5:30 PM on closing date (23-10-2025)**. Application received after the last date (23-10-2025) **will not be entertained**. CMSS shall not be responsible for **any postal delay**. (Note: Request for acceptance of applications by hand will not be entertained).
- xix)** Canvassing in any form by the candidate or on behalf of the candidate shall be treated as disqualification of candidature.
- xx)** Any dispute arising out of this advertisement including the recruitment process / during employment shall be subject to the sole jurisdiction of the Court(s) at **Delhi**.
- xxi)** Any relaxation in the eligibility criteria mentioned in the Recruitment Rules, as demanded or requested by the candidate, will not be entertained.
