

Bio-DataAdvt. No: **Admn/RECT/7/2025-ADMIN-CMSS/ dated 07-09-2025****Application for the post of: 'Joint Director (Finance)' on Deputation Basis**

(Note: Separate applications be submitted for different post)

For office use only

Application No.

*Affix a recent
passport size
photograph duly
signed by the
candidate*

1	Name in Full (IN BLOCK LETTERS)	
2	Date of Birth (DD/MM/YYYY) [As stated in 10th standard marks sheet] Age as on 23-10-2025	
3	Service to which you belong	
4	Batch	
5	Date of Superannuation (DD/MM/YYYY)	
6	Initial date of appointment in Govt. service	
7	Office address with e-mail	
8	Residential address with e-mail	
9	Contact Telephone No. (O) (R) (M)	
10	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/ Pay Band and Grade Pay of the post held	

11	Educational Qualifications (Matric onwards):					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)
12	Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications and work experience required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/ Experience required			Qualification/ Experience possessed by			
Essential:			Essential:			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
Desirable			Desirable			
A) Qualification			A) Qualification			
B) Experience			B) Experience			

13	Details of employment (in chronological order). If needed, enclose a separate sheet duly authenticated by your signature (in the format given below):						
	Name of Office/ Institute/ Organisation	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad- hoc/ Deputation)	Pay Level/ Pay Band and Grade Pay	Brief Job description
			From	To			
14	Whether clear from Vigilance angle?				YES/ NO		
15	Whether the officer is debarred from deputation under the Central Staffing Scheme.				YES/ NO		
16	Whether any minor/major penalty has been imposed on officer during last 10 years.				YES/ NO		
17	Last 5 years ACR/APARs, duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India, are attached?				YES/ NO		
18	Last 5 years ACR/ APAR grading:						
	2019-20	2020-21	2021-22		2022-23	2023-24	
19	Details of training undergone:						
20	Any research paper published:						

21	Details of proficiency in computer:	
22	150-200 word write up as to how you are best suitable for the said post (Attach Separate Sheet)	

Applicants not holding the post in the new Pay Matrix Pay Scales/ Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's Pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Signature: _____

Name: _____

Place:

Date:

(Certificate to be furnished by the Employer/ Head of Office/ Forwarding authority)

1. Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/ she will be relieved immediately.
2. It is also certified: -
 - (i) That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Shri/ Smt./ Ms. _____
 - (ii) That his/ her integrity is certified.
 - (iii) That his/ her ACRs/ APARs dossier in original is enclosed/ photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
 - (iv) That no major/ minor penalty has been imposed on him/ her during that last ten years or A list of major/ minor penalties imposed on him/ her during the last ten years is enclosed (as the case may be).
 - (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature_____

Name and Designation_____

Tel. No._____

Office seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

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** The application along with all serially page-numbered enclosures/documents (complete in all respects) in support of the candidature must be sent **"Through proper channel"** 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.**
- 1.4** Interested applicant may write email to **recruitment@cmss.gov.in** for the details of advertisement, application form, general terms & conditions or it can be downloaded from CMSS website (**cmss.gov.in**) or from MoH&FW website (**mohfw.gov.in**). Incomplete applications, or those received after the closing date (23-10-2025) of receipt of applications and applications not received **"Through proper channel"** may not be entertained. No application will be received after **5:30 PM** on closing date (23-10-2025). Application received after the closing 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).
- 1.5** All the Ministries/Departments are requested to circulate the vacancy in their attached /subordinate offices/ autonomous bodies/ educational and other research institutions/ universities.
- 1.6** Applicants are advised to submit separate applications for different post.

Application form for post on contract basis

Advt. No.: Admn/RECT/7/2025-ADMIN-CMSS/dated 07-09-2025

Application for the post of: (.....)**[Please read General Terms & conditions before filling up the application.]****Application No.:**
(For office use only)*Affix A Recent
Passport Size
Photograph Duly
Signed by
the Candidate*

Name of the post applied for (as in Advertisement) :		(.....)
01.	Full Name (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] Age as on 23-10-2025	
05.	Address for correspondence with PIN code, E-mail & Contact no. (Email ID and Mobile Nos. are mandatory)	Email ID: Alternate Email ID: Mobile No: Alternate Mobile No:
06.	Permanent address [Candidates to mention Email ID, Mobile/ landline number] [If permanent address is the same as correspondence write ' Same as Correspondence Address ']	Email ID: Mobile No:
07.	Religion	
08.	Nationality	
09.	Gender (Male/Female/Other)	
10.	Category (SC /ST/OBC/Gen/ 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 th Standard / Equivalent						
12 th Standard / Equivalent						
Graduation						
Post-Graduation						
Any Certification						
Any Others						
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 (Years, Months & Days)	Gross Salary per Month
				From	To		
				dd/mm/yy	dd/mm/yy		

18.	Name and Address of Reference (References should be familiar with your academic / professional / work and should not be relatives)	
I.	Name Designation Postal address Phone Number & Email ID	
II.	Name Designation Postal address Phone Number & Email ID	
III.	Name Designation Postal address Phone Number & Email ID	

19. **Details of Enclosures:** Candidate should attach self-attested copies of qualification & experience. If space is not sufficient, attach separate sheet in the format given below):

Sl.	Description/ Details of enclosures	Page No.

20. I hereby declare that I fully meet the eligibility requirement mentioned at Sr. Nos. 6 & 7 of the Recruitment Rule of the Post & attached all the documents above at (Sr. No. 19: Details of Enclosures) in support of meeting the minimum eligibility of the applied post (i.e., Age, Educational qualification & Past Experience requirement).

DECLARATION

- 1) I hereby declare that I have carefully read and understood the 'General Terms & Conditions' and that all the entries in this form are true to the best of my knowledge and belief.
- 2) I undertake to submit the original documentary proof in respect of educational qualifications, working experience, date of birth, address and all other documents submitted by me as and when asked.
- 3) If detained, convicted, debarred etc. subsequent to the completion and submission of the form, the details will be communicated immediately to CMSS, H.Q, failing which it will be deemed to be suppression of factual information.
- 4) I also declare that I have not concealed any material information that may debar my candidature for the post applied for and I am fulfilling the eligibility conditions. I have also gone through the recruitment rules for the post and as per RR I am eligible for the post. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the organization; my services will be terminated forthwith.

Place:

Date:

**Name and
Signature of the Applicant**