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हिन्दुस्तान

रविवासीय

भरोसा नए हिन्दुस्तान का

रविवार
7 सितंबर 2025, नई दिल्ली

● पांच प्रदेश ● 23 संस्करण



CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg,
Chanakypuri, New Delhi - 110 021
Phone: 011-21410905

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoH&FW), Government of India, invites applications from eligible Indian citizens for the following positions.

Sr. No.	Name of the Post	No. of Post	Age as on last date of receipt of application	Pay Scale/ Monthly Emoluments	Mode of Recruitment
01	Joint Director (Finance)	01	56 Years	Pay Level-12 (15600-39100)	On Deputation Basis
02	General Manager (Procurement)	01	55 Years	2,00,000/- + PF	On Contract Basis
03	Manager (Finance)	01	40 Years	50,000/- + PF	On Contract Basis

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). The last date of receipt of applications by post is 23.10.2025.

Advt. No: Admn/RECT/7/2025-ADMIN-CMSS/dated 07.09.2025

GM (Administration) (i/c)



केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

द्वितीय तल, विश्व युवक केन्द्र, तीन मूर्ति मार्ग,
चानक्यपुरी, नई दिल्ली-110021
फोन: 011-21410905

रक्ति घोषणा

केन्द्रीय चिकित्सा सेवा सोसाइटी (सीएमएसएस), स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MoH&FW), भारत सरकार की केन्द्रीय अधिप्राप्ति संस्था पात्र भारतीय नागरिकों से निम्नलिखित पदों को भरने के लिए आवेदन आमंत्रित करती है।

क्र. सं.	पदों के नाम	पदों की संख्या	आवेदन की अंतिम तिथि को आयु	वेतनमान/ मासिक वेतन	भर्ती का तरीका
01	संयुक्त निदेशक/ (वित्त)	01	56 वर्ष	पे लेवल-12 (15600-39100)	प्रतिनियुक्ति के आधार पर
02	महाप्रबंधक (प्रापण)	01	55 वर्ष	2,00,000/- + पीएफ	संविदा के आधार पर
03	प्रबंधक (वित्त)	01	40 वर्ष	50,000/- + पीएफ	संविदा के आधार पर

इच्छुक आवेदक विस्तृत विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों के विवरण हेतु recruitment@cmss.gov.in को ई-मेल भेज सकते हैं अथवा सीएमएसएस वेबसाइट (cmss.gov.in) अथवा MoH&FW की वेबसाइट (mohfw.gov.in) से डाउनलोड कर सकते हैं। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 23.10.2025 है।

विज्ञापन संख्या: Admn/RECT/7/2025-ADMIN-CMSS/dated 07.09.2025

महाप्रबंधक (प्रशासन) (इन्चार्ज)



CENTRAL MEDICAL SERVICES SOCIETY

केंद्रीय चिकित्सा सेवा सोसायटी

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021

दूसरी मंजिल, विश्व युवक केंद्र, तीन मूर्ति मार्ग, चाणक्यपुरी, नई दिल्ली-110021



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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). The last date of receipt of applications by post is **23-10-2025**.

Refer 'Bio-data format' at **Annexure-X** for applying on deputation basis.

Refer 'Application format' at **Annexure-Y** for applying on contract basis.

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

GM (Administration) (i/c)

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of 'Joint Director (Finance)' on Deputation Basis

(For candidates joining on deputation pay structure will be as per DOPT rules)

Subject: Filing up of 01 (One) post of 'Joint Director (Finance)' in the Level: 12 as per 7th CPC (pre-revised scale of Pay Band 3: Rs.15,600-39,100 + Rs. 7600 (GP) (as per 6th CPC), by Deputation in Central Medical Services Society under Ministry of Health & Family Welfare.

Eligibility criteria for 'Joint Director (Finance)'

- (a) Officers of the rank of Under Secretary/ Deputy Secretary level of the Central Government possessing the following qualifications and experiences are eligible for the post:
- (i) Officers of Group 'A' of organised Accounts Service holding analogous post in Level-12 as per 7th CPC (pre-revised scale of PB3: Rs.15,600-39,100 + Grade Pay Rs. 7600/-) or equivalent on regular basis in the parent cadre or department; or
 - (ii) With five years' service in the level-11 as per 7th CPC rendered after appointment thereto on a regular basis, in the pre-revised pay band of PB-3 Rs. 15,600-39,100 + Grade Pay Rs. 66,00/- (as per 6th CPC) or equivalent in the parent cadre or department; and having five years' experience in the field of Finance and Accounts.
- (b) Possessing the following educational qualifications and experience: -
- (i) Chartered Accountant (CA) / ICWA /MBA (Finance) from a recognised University.
 - (ii) Five years' experience in the field of Finance / Accounts.

Note 1: Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. Further extendable by 1 year.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

It is requested that the applications of the eligible officers who are willing to be appointed on deputation basis may be forwarded as per the given address along with two copies of Bio-data (**Annexure-X**) duly signed by the applicant and certified by the Head of Office/ Employer. Candidates who are applying for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, Departments are requested to enclose the following certificates/documents:

- (i) Complete and up-to-date ACRs/APARs for the last 5 years, duly attested on each page by an officer not below the level of Under Secretary or equivalent.
- (ii) Vigilance clearance certificate.
- (iii) Cadre Clearance and Certificate to the effect that in case the officer so recommended is selected, he/she will be immediately relieved to take charge of the assignment;
- (iv) Certificate regarding imposition of penalties stating that no minor/major penalties have been imposed upon the officer during the last 10 years;
- (v) Integrity Certificate.

The cut-off date for determining eligibility for candidates applying for deputation would be the last date for receipt of application at CMSS.

Job Responsibilities: As per attached **Annexure-A**

Job Responsibilities of ‘Joint Director (Finance)’

- 1) To advice Governing Body and Director General on Delegation of Financial Powers to various committees and different level officers with regard to pre/post-contract powers.
- 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) Adequate records and information are maintained for accounting, recording and reporting of accounts.
- 4) Prepare balance sheet of account of the Society duly audited by Chartered Accountant and to file it with Registrar of Society/Company every year.
- 5) To prepare Budget Estimate of the Society.
- 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 and 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 ID database solution to cover financial control and monitoring.
- 10) Assist in the development of training material covering financial aspects of procurement and supply chain management.
- 11) Tender advice on other financial matters concerning the Society.
- 12) Ensure an Internal Audit Operation Plan in place.
- 13) To provide financial and managerial advice to Ministry/Department of Central Government, State Governments on procurement of health sector goods.
- 14) Any other duties as assigned by the DG & CEO or / and Reporting Officer.

CENTRAL MEDICAL SERVICES SOCIETY
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of 'General Manager (Procurement)' on Contract Basis

1	Name of Post	General Manager (Procurement)	(Post on Contract basis)
2	Number of Posts	(01) One	
3	Emoluments	Rs.2,00,000/- + PF per month (Consolidated – all inclusive)	
4	Method/Mode of recruitment	On Contract Basis (on contract basis, the terms are below:-)	
5	Tenure of Post	<i>On contract basis, initially for a period of <u>5 years</u> (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.</i>	
6	Age Limit	Up to 55 years of age as on last date of submission of the application.	
7	Essential Educational Qualification and Experience required for recruitment (Proof of past 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)	Essential Qualification: An Engineering Degree / B.Pharm. / MBA from a recognized University. Experience: • Candidate must have work experience of minimum 20 years in Central Govt. / State Govt. / PSU / Autonomous bodies under Central or State Governments AND/OR 'Private Industry (with Annual turnover of 500 crores or more in any one of the last three financial years)'. • Out of the above 20 years, candidate must have at least 08 years' experience <u>in whole time capacity in core Procurement of Goods & Services in Central Govt./ State Govt./ PSU/ Autonomous bodies under Central or State Governments.</u> • Knowledge of modern Enterprise Resource Planning (ERP) and e-Procurement System. • Knowledge of GFR, Public Procurement Process & related provisions. • Candidate should be proficient in MS Office. • Knowledge of Government e- Market place (GeM). • Candidate should have good oral and written expression in English.	
8	Probation Period	6 Months	
9	Job Responsibilities	As per attached <u>Annexure-B</u>	
10	Period of Appointment	<i>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> <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 of ‘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
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
Recruitment Rules for the post of 'Manager (Finance)' on Contract Basis

1	Name of Post	Manager (Finance)
2	Number of Posts	01 (One)
3	Emoluments	Rs.50,000/- + PF per month (Consolidated-all inclusive)
4	Method/Mode of Recruitment	On Contract basis.
5	Tenure of Post	<i>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.</i>
6	Age Limit	Up to 40 years of age as on last date of submission of the application.
7	Essential Educational Qualification and Experience required for recruitment (Proof of past 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)	Educational Qualification: B.Com. / MBA (Finance) / CA(Inter) / ICWA(Inter) from a recognised University / Body. Work Experience: (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	<i>For retention/continuation, review of performance at the end of every year by the DG & CEO of CMSS. However, services can be terminated / relieved by serving one month notice by either side. 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.