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● पांच प्रदेश ● 24 संस्करण

# हिन्दुस्तान

भरोसा नए हिन्दुस्तान का

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# THE TIMES OF INDIA

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Mbappe has been hospitalised with an acute case of gastroenteritis to add to a difficult start for Real Madrid at the Club World Cup, P 22



## 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,  
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 filling the following positions purely on a contract basis.

Sr. No.	Name of the post	No. of Post	Age as on last date of receipt of application	Monthly Emoluments (in Rs.)
01	Assistant General Manager (Procurement)	01	45 years	1,00,000/- + PF
02	Assistant General Manager (Logistics & Supply Chain)	01	45 years	1,00,000/- + PF
03	Assistant General Manager (Finance)	01	45 years	1,00,000/- + PF
04	Manager (Legal)	01	40 years	50,000/- + PF

Interested applicant may write email to [recruitment@cmss.gov.in](mailto:recruitment@cmss.gov.in) for the details of the advertisement, application form, general terms & conditions or it can be downloaded from CMSS website ([cmss.gov.in](http://cmss.gov.in)). The last date of receipt of applications by post is 04.08.2025.

Advt. No: Admn/RECT/4/2025-ADMIN-CMSS/dated 20.06.2025

GM (Administration) (i/c)



## केन्द्रीय चिकित्सा सेवा सोसाइटी

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)  
द्वितीय तल, विश्व युवा केंद्र, तीन मूर्ति मार्ग,  
चानक्यपुरी, नई दिल्ली-110021  
फोन: 011-21410905

### रिक्ति घोषणा

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

क्र. सं.	पदों के नाम	पदों की संख्या	आवेदन की अंतिम तिथि को आयु	मासिक वेतन (रु. में)
01	सहायक महाप्रबंधक (प्रापण)	01	45 वर्ष	1,00,000/- + पीएफ
02	सहायक महाप्रबंधक (लॉजिस्टिक्स एवं सप्लाइ चेन)	01	45 वर्ष	1,00,000/- + पीएफ
03	सहायक महाप्रबंधक (वित्तीय)	01	45 वर्ष	1,00,000/- + पीएफ
04	प्रबंधक (विधिक)	01	40 वर्ष	50,000/- + पीएफ

इच्छुक आवेदक विस्तृत विज्ञापन, आवेदन पत्र, सामान्य नियम और शर्तों के विवरण हेतु [recruitment@cmss.gov.in](mailto:recruitment@cmss.gov.in) को ई-मेल भेज सकते हैं अथवा सीएमएसएस वेबसाइट ([cmss.gov.in](http://cmss.gov.in)) से डाउनलोड कर सकते हैं। डाक द्वारा आवेदन प्राप्त होने की अंतिम तिथि 04.08.2025 है।

विज्ञापन संख्या: Admn/RECT/4/2025-ADMIN-CMSS/dated 20.06.2025

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)

2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021

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



### VACANCY ANNOUNCEMENT

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Sr. No.	Name of post (on a contract basis)	No. of post	Age as on last date of receipt of application	Monthly Emoluments (in Rs.) (on a contract basis)
01	Assistant General Manager (Procurement)	01	45 years	1,00,000/- + PF
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03	Assistant General Manager (Finance)	01	45 years	1,00,000/- + PF
04	Manager (Legal)	01	40 years	50,000/- + PF

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Refer '[Application format](#)' at **Annexure-Y** for applying on contract basis.

**Advt. No: Admn/RECT/4/2025-ADMIN-CMSS /dated 20-06-2025**

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**  
**‘Assistant General Manager (Procurement)’**

1	Name of Post	<b>Assistant General Manager (Procurement)</b>
2	Number of Posts	01 (One)
3	Method of recruitment.	on a contract basis
4	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
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 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualification and Experience.  (Please note that past 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.)  (Proof of annual turnover should be attached for candidates from a non-government industry background).	<p><b>Educational Qualification:</b> An Engineering Degree / B.Pharm / MBA from a recognised University.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Candidate must have post-qualification work experience of minimum <b><u>06 years</u></b> in Central Govt./ State Govt./ Public Sector Undertaking /Autonomous bodies under Central or State Government <b><u>AND/OR</u></b> private industry with Annual turnover of INR 500 crores or more in the preceding financial years.</li> <li>• Out of the above 06 years, candidate must have at least <b><u>04 years</u></b> experience in whole time capacity in <b><u>core procurement</u></b> in Central Govt./State Govt./Public Sector Undertaking /Autonomous bodies under Central or State Government.</li> <li>• For each of past experience tenure in private industry, the Annual Turnover in preceding year should be INR 500 Crores or more.</li> <li>• Knowledge of modern Enterprise Resource Planning (ERP) and E-Procurement system.</li> <li>• Knowledge of GFR, Public Procurement Process &amp; related provisions.</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Knowledge of Government e- Market place</li> <li>• Candidate should have good oral and written expression in English.</li> </ul>
8	Probation period	6- Months
9	Job Responsibilities	As per attached <b>Annexure-A</b>
10	Period of appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; CEO and the Chairman, Governing Body. 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: Assistant 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 /updatation 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 the Reporting Officer.

**CENTRAL MEDICAL SERVICES SOCIETY**  
**(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)**  
**Recruitment Rules for the post of**  
**‘Assistant General Manager (Logistics & Supply Chain)’**

1	Name of Post	<b>Assistant General Manager (Logistics &amp; Supply Chain)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
4	Method of Recruitment	on a contract basis
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 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualifications and Experience  (Please note that past 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.)  (Proof of annual turnover should be attached for candidates from a non-government industry background).	<p><b>Educational Qualification:</b> An Engineering Degree/ B.Pharm / MBA from a recognised University.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Candidate must have post-qualification work experience of minimum <b><u>06 years</u></b> in Central Govt. / State Govt./ PSU/ Autonomous bodies <u>AND/OR</u> in Pharmaceutical Industry/ FMCG/ E-commerce / Logistic Service Providers (Company with INR 500 Crores Annual Turn Over in the preceding Financial Year).</li> <li>• Of the above 06 years, candidate must have at least <b><u>04 years</u></b>’ experience in whole-time capacity in <b><u>Store Management / Warehousing/ Transportation/Distribution and Logistics.</u></b></li> <li>• Knowledge of Supply Chain System &amp; process having PAN India Operation.</li> <li>• Knowledge of good warehousing practices.</li> <li>• Knowledge of GFR.</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Candidate should have good oral and written expression in English.</li> </ul>
8	Probation Period	6 Months
9	Job Responsibilities	As per attached <b>Annexure-B</b>
10	Period of Appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; 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: Assistant General Manager (Logistics & Supply Chain)**

1. To lay down guidelines for efficient management of Logistics and Supply Chain Management of warehouses of CMSS as well as ensure timely supply of goods to Nodal Officer of Programs.
2. Implement national/international Best Practices for storage and distribution of health-related goods.
3. Responsible for maintaining data and MIS pertaining to receipts, dispatches, expiry, near expiry, with details of quantity & cost etc.
4. Use MIS data for supply chain efficiencies & improve system and process.
5. To design replenishment process and monitor stock out positions.
6. Designs and implementation Logistics and Inventory Management System.
7. Devise a cost-effective transport and distribution systems.
8. To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, and inefficient handling and distribution methods.
9. Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
10. Training to CMSS and other government staff on Good Warehousing Practices.
11. Monitoring and evaluate vendors on the laid down parameters.
12. Preparation of tender documents for transportation, warehouse infrastructure, maintenance of warehouse, relating to ERP system of warehouse etc.
13. Responsible to publish the tenders as per requirement in prescribed manner.
14. Assist in training needs and preparation of training materials required for in house team / clients/partners /Vendors related to distribution and storage of drugs/vaccines/contraceptive etc.
15. Advice in matters of Quality Assurance during storage and movement.
16. Any other duties as assigned by the DG & CEO or / and the Reporting Officer.

**CENTRAL MEDICAL SERVICES SOCIETY**  
**(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)**  
**Recruitment Rules for the post of**  
**‘Assistant General Manager (Finance)’**

1	<b>Name of Post</b>	<b>Assistant General Manager (Finance)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs. 1,00,000/- + PF per month (Consolidated-all inclusive)
4	Method of Recruitment	on a contract basis
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 45 years of age as on the last date of receipt of application.
7	Essential Educational Qualifications and Experience  (Please note that past 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.)  (Proof of annual turnover should be attached for candidates from a non-government industry background).	<b>Educational Qualification:</b> MBA (Finance) / ICWA / CA from a recognised University/ Body.  <b>Experience:</b> <ul style="list-style-type: none"> <li>• Must have post qualification work experience of minimum <b><u>06 years</u></b>.</li> <li>• Of the above <b><u>06 years</u></b>’ candidate must have at least <b><u>04 years</u></b>’ experience in whole time capacity in <b><u>Finance &amp; Accounts</u></b> in Central Govt./State Govt./Public Sector Undertaking/Public Sector Banks /Autonomous body under state &amp; central Governments.</li> <li>• Knowledge of modern ERP Accounting System.</li> <li>• Knowledge of annual book closure process &amp; finalisation of Accounts.</li> <li>• Exposure to process of Internal Audit / Statutory Audit/ Tax Audit / GST and related provisions.</li> <li>• Knowledge of GFR</li> <li>• Knowledge of audit by CAG &amp; related processes.</li> <li>• Knowledge of compliance statutory provisions relating to IT Act, GST Act &amp; Registration of Society Act etc.</li> <li>• Knowledge of Budgeting &amp; MIS</li> <li>• Candidate should be proficient in MS Office.</li> <li>• Candidate should have good oral and written expression in English</li> </ul>
8	Probation Period	6 Months
9	Job Responsibilities	As per attached <b>Annexure-C</b>
10	Period of Appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; CEO and the Chairman, Governing Body. 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: Assistant General Manager (Finance)**

1. To ensure that procurement is in compliance with applicable laws, regulations and instructions as well as policies and established procedure.
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. Assist in conducting internal audit, statutory Audit, Tax Audit, CAG Audit of the Society.
4. To prepare annual budget estimates of the society & Monitoring of same on quarterly basis.
5. To ensure timely payment to suppliers and redressal of their grievance in a time bound manner.
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 & 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 IT based database solution/ERP to cover financial control and monitoring.
10. Assist in the development of training material covering financial aspects of procurement and supply chain solution.
11. Tender advice on other financial matters concerning of the society.
12. To provide financial and managerial advice to CMSS.
13. Collect and report MIS pertaining to receipts, accounts payables etc.
14. Use data to drive supply chain and procurement efficiencies.
15. Monitoring and evaluate vendors on the laid down parameters.
16. 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 (Legal)’**

1	<b>Name of Post</b>	<b>Manager (Legal)</b>
2	Number of Posts	01 (One)
3	Emoluments	Rs. 50,000/- + PF per month (Consolidated -All Inclusive)
4	Method of Recruitment	on a contract basis
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 40 years of age as on the last date of receipt of application.
7	Essential Educational Qualification and Experience required for recruitment. (Please note that past 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.	<p><b>Educational Qualification:</b> Degree in L.L.B/ Integrated L.L.B from a recognised University/ Institute &amp; approved by BAR Council of India (BCI).</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least <b><u>two (02)</u></b> years post-qualification experience in handling Contractual/ Arbitration/ Court matters.</li> <li>Experience of working in a reputed law firm/office of the Government Panel Counsel in the area of Arbitration, Service and Contract law and have been assisting in handling the legal cases of Government departments/PSUs/ autonomous bodies.</li> <li>At least 10 court appearance for Govt/ PSU/ Bank required.</li> <li>Must be Computer-Literate, proficient in using MS Office.</li> <li>Should have good oral and written skills in English.</li> </ul>
8	Probation Period	6 Months
9	Job Responsibilities	As per attached <b>Annexure-D</b>
10	Period of Appointment	<i>For retention/continuation, review of performance at the end of every year by the DG &amp; CEO, 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.

**Job Responsibilities: Manager (Legal)**

1. Regular Monitoring and follow up of specific legal issues entrusted to them.
2. Preparing/Advising/ Assisting the officers concerned in preparing the legal replies & correspondence [Statement of Defence (SoD), Statement of Claim (SoC) and Filing replies based on the statutory provisions].
3. To maintain a status report of all ongoing Court Cases and track the dates of next hearing to suitably alert the officers concerned.
4. Providing legal assistance in drafting & vetting the LOA, Agreement, Offer Letter.
5. Provide legal assistance to Human resources team for employment matters and contract drafting for employment and other relating matters.
6. Ensuring the IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals) are complied with statutory authorities.
7. Prepare the legal notices to stakeholders, filing of legal or civil case vendors, employees infringing the employment terms
8. Coordination with empanelled advocate for legal cases and disputes resolution.
9. Provide assistance to IT Department on software licensing, anti-infringement and anti-piracy compliances.
10. Collaborate with account departments to educate internal stakeholders on compliance, legal and data protection requirements.
11. Any other duties as assigned by the DG & CEO or/and Reporting Officer.