

CENTRAL MEDICAL SERVICES SOCIETY

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)

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

Phone: 011-21410905/6 Website: www.cmss.gov.in

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following position on contract basis:

Position	No. of Vacancies	Mode of Recruitment
Private Secretary	01	On Contract
Office Assistant	01	On contract

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: www.cmss.gov.in.

The candidates are to apply in the given application attaching self-attested copies of qualification, experience and other related documents. Applications complete in all respects to be sent to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 10.08.2020.** Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/247 dated 09.07.2020

[Signature]
9.7.2020
GM (Administration)



Recruitment Rules for the post of Private Secretary to DG&CEO
Central Medical Services Society
Ministry of Health & Family Welfare
Government of India

1	Name of Post	Private Secretary to DG&CEO
2	Number of Posts	1 (One)
3	Emoluments	Rs. 35,000/- per month.(Consolidated)
4	Whether Selection/contractual post	On contractual basis for a period not exceeding 5 years , renewable subject to satisfactory performance
5	Age limit for recruitment	Preferably below 40 years.
6	Educational Qualification and experience required for recruitment.	(i) .Bachelor Degree from a recognized University (ii) Should be possessing a short hand/typing speed in English. (a) 100 to 120 works per minutes in Shorthand (b) 60 Words per minutes in typing. (iii) At least 10 (Ten) years of experience in post of Stenographer out of which minimum 5 (Five) years working as Secretariat staff with Senior Officers. (iv) Must be Computer-Literate, proficient in using MS office. (v) Conversant with fie/record handling
7	Probation period	6 (Six) Months
8	Method of recruitment whether direct or by deputation or on contract basis	On contractual basis.
9	Job responsibilities/requirements	As per attached Annexure
10	Period of appointment	For retention/continuation, review of performance after every year by the DG&CEO of the Society. However, Services can be terminated by serving one month's notice in case of unsatisfactory performance.
11	Annual increase in salary	5% Subject to Satisfactory Performance.



Main Responsibilities

- 1) Taking dictation in shorthand and its transcription in the best possible manner.
- 2) Fixing up appointments and if necessary cancelling them;
- 3) Screening the telephone calls and the visitors in a tactful manner;
- 4) Keeping an accurate list of engagements, meetings, etc and reminding the officer sufficiently in advance for keeping them up;
- 5) Maintaining, in proper order, the papers required to be retained by the officer;
- 6) Keeping a note of the movement of all incoming & outgoing papers, files etc.
- 7) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- 8) Carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
- 9) Generally assisting the officer in such a manner as he may direct.
- 10) To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.
- 11) To exercise his skill in human relations and be cordial with the persons visiting office of DG&CEO.



Recruitment Rules for the post of Office Assistant
Central Medical Services Society
Ministry of Health & Family Welfare
Government of India

1	Name of Post	Office Assistant
2	Number of Posts	1 (One)
3	Emoluments	Rs. 25,000/- per month.(Consolidated)
4	Whether Selection/contractual post	On contractual basis for a period not exceeding 5 years , renewable subject to satisfactory performance
5	Age limit for recruitment	Preferably below 40 years.
6	Educational Qualification and experience required for recruitment.	(i) .Bachelor Degree from a recognized University (ii) Should be proficient in short hand/typing . (iii) At least 5 (Five) years of experience working as Secretariat staff with Senior Officers. (iv) Must be Computer-Literate, proficient in using MS office. (v) Conversant with fie/record handling
7	Probation period	6 (Six) Months
8	Method of recruitment whether direct or by deputation or on contract basis	On contractual basis.
9	Job responsibilities/requirements	As mentioned below
10	Period of appointment	For retention/continuation, review of performance after every year by the DG&CEO of the Society. However, Services can be terminated by serving one month's notice in case of unsatisfactory performance.
11	Annual increase in salary	5% Subject to Satisfactory Performance.

Main Responsibilities (Office Assistant):-

1. Mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the DG & CEO more time to devote himself do the work.
2. To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her.
3. Taking dictation in shorthand and its transcription in the best possible manner.
4. Keeping a note of the movement of all incoming & outgoing papers , files, etc.
5. Generally assisting the officer in such a manner as he may direct.

