

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg Chanakyapuri, New Delhi-110021

Phone: 011-21410905, 21410906 Website: www.cmss.gov.in

VACANCY ANNOUNCEMENT

Central Medical Services Society (CMSS), Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following positions on direct contract basis. The details of advertisement, the application form and the terms/conditions can be downloaded from CMSS website www.cmss.gov.in.

Sl. No	Name of Posts/ No. of Vacancies /Salary	Eligibility
1	Account Officer No of post: 01 Salary: Rs. 40,000 per month (consolidated)	Educational Qualification / Eligibility: (i) Bachelor's Degree from a recognised University. (ii) 10 years of work experiences in Accounting and Finance in any Central/State/PSU/Autonomous Body. (iii) Good working knowledge of Government Financial Rules and System. (iv) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel) and experience of Tally Software (v) Strong accounting and financial analytical skills with a demonstrated record of accuracy. Age : Below 63 years as on 1st January of the year of recruitment.
2	Manager (Logistics and Supply Chain Management) No of posts-03 Salary:Rs.35,000 per month (consolidated)	Educational Qualification and experience: (i) Any Science Graduate / B.Pharma / B.Tech / BCA / MBA/ MCA from a recognised University. (ii) At least two years post qualification experience in core warehousing(store) / transport & core logistics / Supply Chain Work in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled logistics and supply chain Module. (v) Should have good oral and written skills in English.
3	Manager (Procurement) No of posts-02 Salary: Rs.35,000 per month (consolidated)	Educational Qualification and experience: (i) Any Science Graduate /B.Pharma /B.Tech /MBA from a recognised University. (ii) At least 02 years post qualification experiences in core procurement work in any Central/State/PSU/Autonomous Body. (iii) Should have knowledge of GeM and GFR. (iv) Must be Computer-Literate, proficient in using MS Office and able to handle IT enabled procurement Module. (v) Should have good oral and written skills in English.
4	Manager (Quality Assurance) No of posts-02 Salary:Rs.35,000 per month (consolidated)	Educational Qualification and experience: (i) B.Pharma / M. Pharma from a recognised University. (ii) At least two years post qualification experience in Pharmaceutical related QA work (testing & quality checks for drugs/medical devices etc.) in any Central / State / PSU / Autonomous Body/MNC. (iii) Should have knowledge of GeM and GFR. (iv) Must be computer-Literate, proficient in using MS Office and able to handle IT enabled quality assurance module. (v) Should have good oral and written skills in English.
5	Manager (Administration) No of posts-01 Salary : Rs.35,000 per month (consolidated)	Educational Qualification and experience: (i) Any Graduate/MBA from a recognised University. (ii) At least 02 years post qualification experiences in core Administration /HR/ Establishments work in any Centra/State/ PSU/Autonomous Body. (iii) Should have knowledge of GeM and GFR. (iv) Must be Computer-Lite rate, proficient in using MS Office and able to handle IT enabled HR Module. (v) Should have good oral and written skills in English. AGE: Not exceeding 40 years on the last date of receipt of application.

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents. Applications complete in all respects to be sent by Speed Post and by E-mail (both) to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 10.05.2021.** Incomplete applications, or those received (on E-mail) after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Email : cmss.admn2021@gmail.com
Advt. No: CMSS/AN/269/09-04-2021

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GM (Administration)