

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, VishwaYuvak Kendra, 8, 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 positions on contract basis:

Sl. No	Position	No. of Vacancy	Educational Qualification & Experience
1	General Manager (Procurement) Salary: Rs. 1,50,000/- per month (All inclusive)	01	A. An Engineering degree (in any discipline) or Science /Pharmaceutical science graduate with MBA (any discipline) through a full time degree course from Universities recognized by UGC or Autonomous Institute(s) authorized by M/o HRD and should have at least 60% marks each or equivalent grade in Graduation and Post Graduation level. B. Minimum 15 years of experience in procurement at managerial level (s) after completion of engineering degree. For Science Graduate/ Pharmaceutical Science Graduate with MBA, 15 years of experience in procurement at managerial level (s) after completion of MBA.
2	Admin Officer Salary: Rs. 40,000 per month (All inclusive)	01	(i) Bachelor's Degree from a recognised University. (ii) 10 years of work experience of administration, account and establishment work in a supervisory capacity in Central/State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (iii) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel, powerPoint).
3	Account Officer Salary: Rs. 40,000 per month (All inclusive)	01	(i) Bachelor's Degree from a recognised University. (ii) 10 years of work experience in Accounting and Finance in Central/ State Governments/ Public Sector Undertaking or Autonomous body of Central /State Governments. (iii) Good working knowledge of Government Financial Rules and Systems. Strong accounting and financial analytical skills with a demonstrated record of accuracy. (iv) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel) and experience of TALLY Software

For minimum qualification, eligibility conditions, other details and prescribed application form for the above post, 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, latest resume and other related documents. Application complete in all respects may be sent to **The General Manager (Administration), Central Medical Services Society, 2nd Floor, VishwaYuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021 within 30 days** from the date of publication of advertisement in the Employment News/ Rozgar Samachar . Incomplete applications, or those received after the closing date of receipt of applications will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/0121 dated 22.04.2019

GM (Administration)