

**CENTRAL MEDICAL SERVICES SOCIETY**  
**MINISTRY OF HEALTH & FAMILY WELFARE**  
**NIRMAN BHAWAN, NEW DELHI-110108**

**Vacancy Announcement**

Central Medical Services Society has been constituted as a Central Procurement Agency under Department of Health & Family Welfare. The Society will be responsible for procuring goods and store them in warehouses across the country for distribution to State Governments for many National level projects.

The Society is looking for professionals at Middle Management Level to support the ongoing efforts for having an efficient system in place, and has openings for the following posts:

- |   |           |
|---|-----------|
| (1) Assistant General Manager (Drugs Procurement) | - 03 Post |
| (2) Assistant General Manager (Quality Assurance) | - 01 Post |
| (3) Assistant General Manager (Logistic)          | - 01 Post |

Interested applicants may send their applications in prescribed proforma to General Manager (Finance & Administration), Room No. 502 A, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108, **latest by 30<sup>th</sup> April, 2014**, complete with self attested copies of documents in support of the date of birth, educational qualifications, past employment and emoluments, trainings undergone, experience etc. An incomplete and delayed application will be summarily rejected.

Selection will be purely on merit after a personal interview. Canvassing in any form shall disqualify an applicant.

General Manager (Finance & Administration)

RECRUITMENT RULES FOR THE POST OF **Assistant General Manager – Drugs Procurement**, CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE

1.	Name of Post	Assistant General Manager – Drugs Procurement
2.	Number of Posts	3 (Three)
3.	Emoluments	Rs. 1,00,000/- per month (Consolidated) subject to Tax Deduction
4.	Whether Selection Post	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5.	Age limit for direct recruitment	Below 40 years as on 1 <sup>st</sup> January of the year of recruitment
6.	Educational Qualification and other qualification required for direct recruitment	a. A Post Graduate degree in pharmaceutical / Biotechnological preferably with experience in material management. Minimum 10 years of post qualification experience in procurement, out of which at least 3 years of extensive experience in procurement of drugs / vaccines / contraceptive for public health/healthcare commodities under domestic & external aided projects. b. Exposure to E-procurement is desirable.
7.	Probation period	6-months
8.	Method of recruitment whether direct or by deputation and percentage of the posts to be filled by various methods	On contract basis.
9.	Job requirements	As per attached <b>Annexure</b>
10.	Period of appointment	For retention/continuation, review of performance after every year by the DG & CEO and the Governing Body of the Society. However, services can be terminated by serving two months notice.
11.	Annual increase in salary	5% subject to satisfactory performance.

**Main Responsibility**

- Framing of generic specification for drugs / vaccines / contraceptive after discussions with all stakeholders and its updating from time to time.
- Preparation of Annual Procurement Plan.
- Codification of all the drugs/vaccine/contraceptive items.
- Prepare a supplier database incorporating details of contract particulars, product, licensing, performance and prior product quality problems.
- Registration of suppliers of drugs / vaccines / contraceptive based on credentials, manufacturing capability, quality assurance system, past performance, GMP, after sale service and financial background etc and vendor rating.
- Preparation of bidding documents including all special conditions and general terms & conditions.
- Drafting of award of contract document and other related documents.
- Responsible for bid evaluation, award of contract and post contract management.
- Preparation of a data-base of accredited testing laboratories for testing of drugs.
- To deal with all litigation matters in Courts and Arbitration.
- To give inputs for efficient functioning of Inventory Control Software / ProMIS.
- Assist in training needs assessment for procurement, distribution and storage of drugs / vaccines / contraceptive and in the preparation of training materials. To train CMSS and State Government Procurement personnel.
- To implement e-procurement & Market Research
- To arrange for Audit of procurement and related issues.
- Working knowledge and experience of MS Office
- Other duties as specified by the Director General & CEO or/and Reporting Officer.

**RECRUITMENT RULES FOR THE POST OF Assistant General Manager – Quality Assurance, CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE**

1.	Name of Post	Assistant General Manager – Quality Assurance
2.	Number of Posts	1 (One)
3.	Emoluments	Rs. 1,00,000/- per month (Consolidated) subject to Tax Deduction
4.	Whether Selection Post	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5.	Age limit for direct recruitment	Below 40 years as on 1 <sup>st</sup> January of the year of recruitment
6.	Educational Qualification and other qualification required for direct recruitment	a. M. Pharma / MSc. in Chemistry / Post Graduate in Biotechnology preferably with experience of ISO certification of Drugs, Vaccines and other health care commodities. Minimum 10 years of post qualification experience in inspection of healthcare goods, out of which at least 3 years of extensive experience in inspection. Testing and quality assurance of drugs, vaccines and other healthcare commodities under domestic & external aided projects. b. Exposure to E-procurement is desired.
7.	Probation period	6-months
8.	Method of recruitment whether direct or by deputation and percentage of the posts to be filled by various methods	On contract basis.
9.	Job requirements	As per attached <b>Annexure</b>
10.	Period of appointment	For retention/continuation, review of performance after every year by the DG & CEO and the Governing Body of the Society. However, services can be terminated by serving two months notice.
11.	Annual increase in salary	5% subject to satisfactory performance.

**RECRUITMENT RULES FOR THE POST OF Assistant General Manager – Quality Assurance, CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE / Contd..**

**Main Responsibility**

- To ensure quality of the goods procured by implementing the quality assurance plan starting from sourcing till final distribution.
- Providing advice on all technical issues relating to procurement of Health Sector Goods.
- Formulating the specifications of health sector goods in consultation with all stakeholders and its up gradation from time to time.
- To conduct pre-dispatch and consignee end inspection & testing of contracted goods to ensure supply as per contract specifications.
- Assessment of vendors, vendor rating and registration of suppliers to maintain directory of suppliers.
- Creation of unified standards for inspection of manufactures and suppliers to assess compliance with good manufacturing practices (GMP).
- Quality Audit of Suppliers at consignees end.
- Assessment and empanelment of external inspection agencies.
- To assist other divisions for codifications of items.
- To give inputs for efficient functioning of Inventory Control Software / ProMIS.
- Working knowledge and experience of MS Office.
- Other duties as specified by the Director General & CEO or/and Reporting Officer.

RECRUITMENT RULES FOR THE POST OF **Assistant General Manager – Logistics,**  
CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY  
WELFARE

1.	Name of Post	Assistant General Manager – Logistics
2.	Number of Posts	1 (One)
3.	Emoluments	Rs. 1,00,000/- per month (Consolidated) subject to Tax Deduction
4.	Whether Selection Post	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5.	Age limit for direct recruitment	Below 40 years as on 1 <sup>st</sup> January of the year of recruitment
6.	Educational Qualification and other qualification required for direct recruitment	a. An engineering degree preferably with experience in material management & Logistics. Minimum 10 years of experience in material management / Logistics, out of which at least 3 years of extensive experience in procurement of Drugs and supply chain management of healthcare commodities in public health environment. b. Exposure to E-procurement is desired.
7.	Probation period	6-months
8.	Method of recruitment whether direct or by deputation and percentage of the posts to be filled by various methods	On contract basis.
9.	Job requirements	As per attached <b>Annexure</b>
10.	Period of appointment	For retention/continuation, review of performance after every year by the DG & CEO and the Governing Body of the Society. However, services can be terminated by serving two months notice.
11.	Annual increase in salary	5% subject to satisfactory performance.

**RECRUITMENT RULES FOR THE POST OF Assistant General Manager –  
Logistics, CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH &  
FAMILY WELFARE / Contd..**

**Main Responsibility**

- To laid down guidelines for efficient management of Logistics and Supply Chain Management of warehouses of CMSs as well timely supply to State warehouses.
- Implement national/international Best Practices for procurement, storage and distribution of health related goods.
- Collect and report on logistics data for MIS.
- Use data to drive supply chain operations.
- Designs and implementation of a Logistics Management Information Systems, Inventory and Stock Management Systems.
- Devise a cost effective transport and distribution systems.
- To improve cost effectiveness including methods to reduce losses, overstocking, waste, expiry date tracking, security measure, inefficient handling and distribution methods.
- Define methods of measurement in the supply chain including quantification methodologies.
- Advice States to bring improvements in the inventory control, efficient running of warehouses with better MIS.
- Training to CMSS staff as well as to the State Govts. On quantifications methodologies.
- Advise in the matters of quality assurance and quality control methodologies.
  
- Monitoring and evaluate providers of goods and services.
- Working knowledge and experience of MS Office
- Other duties as specified by the Director General & CEO or/and Reporting Officer.

APPLICATION FOR THE POST OF ASSISTANT GENERAL  
MANAGER, CENTRAL MEDICAL SERVICES SOCIETY,  
DEPARTMENT OF HEALTH & FAMILY WELFARE

1. Name (In Block Letters):
2. Sex (Male/Female):
3. Office Address (with Tel. No):
4. Residential Address (with Tel. No):
5. Fax Number:
6. Mobile No.:
7. Email ID:
8. Date of Birth (dd-mm-yyyy):
9. Present Pay/Emoluments:
10. Educational Qualifications( add on rows as per the need):

Exams	University/Instt./ Board	Year of Passing	Duration of	Subjects
Passed			Course	

11. Details of Employment/Professional experience in chronological order, in the following proforma: (If required, please enclose a separate sheet, duly authenticated under your signature).

Office/ Institution/ Organisation	Post held	From	To	Pay/Emoluments	Nature of duties

12. Details of Trainings Undertaken:

Institute/Place	From	To	Training curriculum/Topics	Remarks

13. Please explain how you are suited for this challenging task
14. Experience, in procurement of health sector goods.
15. Please state how you meet the requirements of the post applied for or how you consider yourself suitable for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience).



16. Position regarding award of penalty, fine or criminal case during last 15 years, if any.

17. Remarks:

(The candidates may indicate information with regard to (i) Research publications, reports and special projects (ii) Awards/Scholarships/official appreciations (iii) Affiliation with the professional bodies/institution/societies and (iv) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)