

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

**Vacancy Announcement**

Central Medical Services Society, a Central Procurement Agency under Department of Health & Family Welfare, has been set up registered under Societies Registration Act, XXI of 1860 to procure and distribute health sector goods to the State Governments. The Society is looking for following warehouse staff at each of **21 locations**:

S.No.	Positions	Minimum Work Experience (Yrs.)	Age Limit (Yrs.)	Maximum Monthly Emolument	Selection basis
1.	Pharmacist	10	Not Exceeding 45 Years	P.B.-2, Rs.9,300-34,800 G.Pay Rs.4,200	1. On <i>Deputation</i> from State Govt./ Employees; and  2. Candidates holding analogous post or having minimum five years in the scale of P.B.-1, Rs.5,200-20,200 G.Pay Rs.2,800.
2.	Jr. Pharmacist	05	25-40	Rs. 20,000/- (Consolidated)	1. On Contractual appointment;
3.	Data Entry Operator	03	24-35	Rs. 15,000/- (Consolidated)	2. Candidates having valid enrolment with local Employment Exchange

Interested applicants may send their applications in the prescribed proforma (**Annexure-A**) to General Manager (Finance & Administration), Central Medical Services Society, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Annexe Building, Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001, **latest by 31st May, 2014**, complete with self attested copies of documents in support of the date of birth, educational qualifications, past employment and emoluments, 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 **PHARMACIST**, CENTRAL MEDICAL SERVICES SOCIETY,

1	Name of Post:	Pharmacist
2	Number of Posts	21 (Locations as per <b>Annexure-B</b> )
3	Emoluments	P.B.-2, Rs.9,300-34,800 G.Pay Rs.4,200
4	Basis of Selection	a. On Deputation from State Govt./ Employees; and  b. Candidates holding analogous post or having minimum five years in the scale of P.B.-1, Rs.5,200-20,200 G.Pay Rs.2,800
5	Age limit for recruitment:	Not exceeding 45 years in the year of recruitment.
6	Educational Qualification and Experience required for recruitment:	B.Pharm degree from a reputed university/institute recognized by the Pharmacy Council of India.  An approved / registered pharmacist under the Pharmacy Act, 1948.  10 years experiences in Pharmaceutical store / warehouse functions ( preferably as store / warehouse in-charge)  Experience in Good Storage & Distribution Practices in accordance with GMP Regulations  Exposure in handling regulatory audits on store / warehouse/distribution functions of Pharmaceutical Organization in accordance with GMP regulations.  Hands on experience on working in ERP system.
7	Probation period	As per norms
8	Job responsibilities/ requirements:	As per annexure in continuation
9	Period of appointment	5-years. Review of performance after every year by the DG & CEO of the Society.
10	Periodical increase in salary/payout	As per norms
11	Appointing and disciplinary authority	DG & CEO, CMSS

RECRUITMENT RULES FOR THE POST OF **PHARMACIST**, CENTRAL MEDICAL SERVICES SOCIETY/Contd..

**Job Description**

- 1) Orderly warehousing of various categories of products like quarantine, released, rejected, returned or recalls.
- 2) Implementation of Good Storage Practices.
- 3) Compliance of all statutory requirements and maintain all records.
- 4) Ensure storage at recommended environmental conditions, housekeeping, rodent, pests and vermin control procedures are complied.
- 5) Sampling as per the relevant procedure.
- 6) Adequate fire protection measure is provided in conformity with the rules of the concerned civic authority.
- 7) Traceability of distributed products on each batch wise.
- 8) Authorized movement of man, machine & goods at warehouse.
- 9) Adequately trained warehouse staffs on their respective activities.
- 10) Ensure during distribution process 'First Expiry First Out' policy is followed.
- 11) Investigation of complaints as per the relevant procedure.
- 12) Preparation and implementation of CAPA against internal audit.
- 13) Adherence with the financial, operational and statutory compliances
- 14) Any other work assigned by the reporting or/and controlling officer at respective / other location (s)

RECRUITMENT RULES FOR THE POST OF **JUNIOR PHARMACIST**, CENTRAL  
MEDICAL SERVICES SOCIETY,

1	Name of Post:	Junior Pharmacist
2	Number of Posts	21 (Locations as per <b>Annexure-B</b> )
3	Emoluments	Rs. 20,000/- per month ( Consolidated)
	Whether Selection/ Contractual Post:	Limited period 5-years Contract
4	Age limit for recruitment:	25-40 years in the year of recruitment.
5	Educational Qualification and Experience required for recruitment:	<p>D.Pharm / B. Pharm Degree from a reputed university/institute recognized by the Pharmacy Council of India.</p> <p>An approved / registered pharmacist under the Pharmacy Act, 1948.</p> <p>05 (for D.Pharm degree holder) or 3 years (for B.Pharm degree holder) experiences in Pharmaceutical Store / warehouse / distribution functions.</p> <p>Experience in Good Storage &amp; Distribution Practices in accordance with GMP Regulations</p> <p>Exposure in handling regulatory audits on store / warehouse/distribution functions of Pharmaceutical Organization in accordance with GMP regulations.</p> <p>Hands on experience on working in ERP system.</p>
6	Method of recruitment whether direct or by deputation or on contract basis.	On contract for 5-Years.
7	Job responsibilities/ requirements:	As per annexure in continuation
8	Period of appointment	For 5-years. However, services can be terminated by serving two months notice in case of unsatisfactory performance.
9	Annual increase in salary/payout	5% subject to satisfactory performance
10	Appointing and disciplinary authority	DG & CEO, CMSS

RECRUITMENT RULES FOR THE POST OF JUNIOR PHARMACIST, CENTRAL MEDICAL SERVICES SOCIETY, Contd..

**Job Description**

- 1) Receiving of products and documentation as per the relevant procedure.
- 2) Supervise the warehousing of various categories of products like quarantine, released, rejected, returned or recalls. Supervise the arrangement of such products so that there is no possibility of mix-up.
- 3) Record the environmental conditions of the warehouse in prescribed format and inform the Pharmacist during any excursion.
- 4) Supervise the housekeeping and pest control activities are performed as per the relevant procedure and maintain the records.
- 5) Perform the sampling and subsequent packing of samples as per the relevant procedure.
- 6) Maintain the record of personnel entering the warehouse.
- 7) Supervise the fire protection devices are being maintained properly.
- 8) Supervise the handling / destruction of expired, rejected products and maintain records.
- 9) Prepare and maintain distribution records as per the relevant procedure.
- 10) Adherence with the financial, operational and statutory compliances
- 11) Any other work assigned by the reporting or/and controlling officer

**RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR CENTRAL  
MEDICAL SERVICES SOCIETY,**

1	Name of Post:	Data Entry Operator
2	Number of Posts:	21 (Locations as per <b>Annexure-B</b> )
3	Emoluments	Rs. 15000/- per month ( Consolidated)
4	Age limit for recruitment:	24-35 years in the year of recruitment.
5	Educational Qualification and Experience required for recruitment:	10+ 2 with science stream  One Year Diploma in Computer Application, Operating systems  05 Experience in recording & upkeep of, preferably, pharma stock movement,  Preferred experience in LAN operation, Hardware Maintenance and ERP's.
6	Probation period	6 months
7	Method of recruitment whether direct or by deputation or on contract basis.	On contract for 5-Years.
8	Job responsibilities/requirements:	As per annexure in continuation
9	Period of appointment	5-Years. However, services can be terminated by serving two months notice in case of unsatisfactory performance.
10	Annual increase in salary	5% subject to satisfactory performance
11	Appointing and disciplinary authority	DG & CEO, CMSS

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR CENTRAL  
MEDICAL SERVICES SOCIETY.

**Job Description**

- 1) Recording of movement of Stores.
- 2) Communicate with the related party as per the authorization
- 3) Ensure upkeep of Computer System, Network and physical records
- 4) Facilitate in discharge of the administrative & operation responsibilities
- 5) Adherence with the financial, operational and statutory compliances
- 6) Any other work assigned by the reporting or/and controlling officer

**Annexure-A**

**APPLICATION FOR THE POST OF \_\_\_\_\_, 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:  
(and other benefits)
10. Educational Qualifications( add on rows as per the need):



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

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. Pharmacist's Registration Number

14. Employment Exchange Registration i.e.  
No. / Place of Registration / Date / Validity

15. Detail of Computer Literacy

16. Please explain how you are suited for this challenging task

17. Experience, in procurement of health sector goods.

18. 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).

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

20. 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 terms & conditions for appointment have been understood, and the information given by me in this application is true and correct to the best of my knowledge and belief.

(Signature of the Applicant)

Place:

Date:

**Detail of CMSS's Warehouse Locations**

<b>Sr. No</b>	<b>Location of Ware House</b>	<b>State</b>
1	Nampally, Hyderabad	AP
2	Patna City	Bihar
3	Chandiharh	Chandigarh
4	Raipur-IV	Chatisgarh
5	Rana Pratap Bagh	Delhi
6	Sahadam, Ahemdabad	Gujarat
7	Aminabad, Guwahati	Guwahati/Assam
8	Solan	HP
9	Pathankot	J&K
10	Ranchi	Jharkhand
11	Yeshwantpur, Banglore	Karnataka
12	Trivuvanthapuram	Kerala
13	Vashi, Navi Mumbai	Maharashtra
14	Bhopal-1	MP
15	Jatni, Bhubneshwar	Odisha
16	Sitapura-II, Jaipur	Rajasthan
17	Chrompet, Chennai	TN
18	Agartala	Tripura
19	Lucknow-II	UP
20	Srinagar, Garwhal	Uttrakhand
21	Uluberia, Kolkotta	WB