

S-12012/59/2011-EPW
Government of India
Ministry of Health & Family Welfare
(EPW)

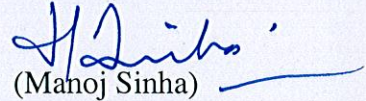
Nirman Bhawan, New Delhi
Dated: 22, April, 2013

OFFICE MEMORANDUM

Subject: Uploading of vacancies for personal staff of DG & CEO, CMSS on website of MoHFW.

The undersigned is directed to inform that Central Medical Services Society (CMSS) under the MoHFW desire to fill up vacancies of personal staff of DG & CEO of CMSS.

A copy of circular is attached .You are requested to upload this vacancy circular on the website of MoHFW.


(Manoj Sinha)

Under Secretary to Govt. of India
Tel: 23061436

Encl: As above

To,
Sr. Tech. Director (NIC)
MoHFW

Vandana
26/4

Copy to:
1. PS to JS (AKP)
2. PS to DIR (EPW)

[Signature]
0/26/4/13
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CENTRAL MEDICAL SERVICES SOCIETY
MINISTRY OF HEALTH & FAMILY WELFARE
NIRMAN BHAWAN, NEW DELHI-110108

Central Medical Services Society, a Central Procurement Agency under Department of Health & Family Welfare, has been set up to procure and distribute health sector goods to the State Governments.

The Society is looking for professionals for the following posts:

- (1) Private Secretary to DG & CEO - 1 Post
- (2) Office Assistant - 1 Post
- (3) Peon - 1 Post

Interested applicants may send their applications in the prescribed proforma to Section Officer (EPW), Room No. 515 A, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108, **latest by May 31, 2013**, complete with self attested copies of documents in support of the date of birth, educational qualifications, past employment and emoluments, experience etc. Selection will be purely on merit after a personal interview.



(MANOJ SINHA)

Under Secretary to Govt. of India

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY, CENTRAL
MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Private Secretary to DG & CEO
2	Number of Posts:	1 (One)
3	Emoluments	Rs. 35000/- 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 speed in English - (a) 100 to 120 words per minutes in Shorthand; and. (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 of Senior Officers. (iv) Must be Computer- Literate, proficient in using MS Office.
7	Probation period:	6 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 two months notice in case of unsatisfactory performance.
11	Annual increase in salary	5% subject to satisfactory performance

Main Responsibilities

- (i) Taking dictation in shorthand and its transcription in the best possible manner.
- (ii) Fixing up appointments and if necessary cancelling them;
- (iii) Screening the telephone calls and the visitors in a tactful manner;
- (iv) Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up;
- (iv) Maintaining, in proper order, the papers required to be retained by the officer;
- (v) Keeping a note of the movement of all incoming & outgoing papers, files, etc.
- (vi) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (vii) Carrying out corrections to the Officer's reference books and making fair copies of draft demi-official letters to be signed by the officer
- (viii) Generally assisting the officer in such a manner as he may direct.
- (ix) To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.
- (x) 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, DEPARTMENT OF HEALTH & FAMILY WELFARE

1	Name of Post:	Office Assistant to DG & CEO
2	Number of Posts:	1 (One)
3	Emoluments	Rs. 25000/- 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 shorthand and typing. (iii) At least 5 (Five) years of experience working as Secretariat staff of Senior Officers. (iv) Must be Computer- Literate, proficient in using MS Office.
7	Probation period:	6 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 two months notice in case of unsatisfactory performance.
11	Annual increase in salary	5% subject to satisfactory performance

Main Responsibilities

1. Mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the DG & CEO more time to devote himself to the work
2. To maintain the confidentiality and secrecy of confidential and secret papers entrusted to him
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.

APPLICATION FOR THE POST OF PRIVATE SECRETARY/OFFICE ASSISTANT, 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:

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: (Please enclose a separate sheet, duly authenticated under your signature).

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

12. Working knowledge and experience of MS Office.
Note: Please attaché your recent photograph