

**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 will be responsible for procuring goods worth about Rs 1000 crores annually and store them in warehouses across the country for distribution to State Governments for many National projects.

The Society is looking for professionals with leadership qualities to put in place efficient systems. Professionals in the fields of finance, procurement, logistics and quality assurance are required for the following posts:

- (1) General Manager (Finance & Administration) - 1 Post
- (2) General Manager (Quality Assurance) - 1 Post
- (3) General Manager (Procurement) - 1 Post
- (4) General Manager (Logistics) - 1 Post

Interested applicants may send their applications in prescribed proforma to Under Secretary (EPW), Room No. 753A, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108, **latest by February 7, 2013**, complete with self attested copies of documents in support of the date of birth, educational qualifications, past employment and emoluments, trainings undergone, experience etc. Selection will be purely on merit after a personal interview.

For further details regarding qualifications, emoluments, terms of employment, proforma of application etc., please visit the **website [www.mohfw.nic.in](http://www.mohfw.nic.in)**.

(A. K. Tripathi)

Under Secretary to Government of India

Recruitment Rules for the post of General Manager (Finance & Administration), Central Medical Services Society, Department of Health & Family Welfare

1	Name of Post:	General Manager (Finance & Administration)
2	Number of Posts:	1 (One)
3	Emoluments:	Rs. 1,50,000/- per month (Consolidated – all inclusive)
4	Whether Selection Post:	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5	Age limit for recruitment:	Preferably below 50 years but not exceeding 55 years, as on 1 <sup>st</sup> January of the year of recruitment
6	Educational Qualification, Knowledge and Experience required for recruitment:	Chartered Accountant (CA)/MBA(Finance)/ICWA with minimum 10 years of experience out of which at least 5 years of experience in financial/accounts management. Working knowledge and experience of MS Office and accounting software
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 and the Governing Body 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:**

- To advise Governing Body and Director General on Delegation of Financial Powers to various Committees and different level officers with regard to pre/post-contract powers.
- For Good Governance, a coherent and consistent set of principles, rules and instructions to bring economy, efficiency, accountability and transparency in the management and utilisation of public resources.
- Adequate records and information are maintained for accounting, recording and reporting of accounts.
- Prepare balance sheet of account of the Society duly audited by Chartered Accountant and to file it with Registrar of Society/Company every year.
- To prepare budget Estimate of the Society.
- To put in place a sound system of internal control designed to provide reasonable assurance regarding economy, accountability, reliability of financial reporting and prevention of fraud & irregularities.
- Continuous review of existing financial systems in terms of procurement of health sector goods, equipment and services.
- To establish a Market Intelligence and Cost Study cell.
- Provide assistance in the development of the ID database solution to cover financial control and monitoring.
- Assist in the development of training material covering financial aspects of procurement and supply chain management.
- Tender advice on other financial matters concerning the Society.
- Ensure an Internal Audit Operational Plan in place.
- To provide financial and managerial advice to Ministry/Department of Central Government, State Governments on procurement of health sector goods.
- Other duties as specified or assigned by the Director General/CEO.

Recruitment Rules for the post of General Manager (Quality Assurance), Central Medical Services Society, Department of Health & Family Welfare

1	Name of Post:	General Manager (Quality Assurance)
2	Number of Posts:	1 (One)
3	Emoluments:	Rs. 1,50,000/- per month (Consolidated – all inclusive)
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:	Preferably below 50 years but not exceeding 55 years.
6	Educational Qualification and Experience required for recruitment:	M. Pharma/M.Sc. in Chemistry/ Post Graduate in Biotechnology with minimum 10 years of experience out of which at least 5 years of experience in inspection, testing and quality assurance of drugs, vaccines and other healthcare goods for the purpose of procurement thereof. Working knowledge and experience of MS Office applications.
7	Probation period:	6 months
8	Method of recruitment whether direct or by deputation or on contract basis.	On contractual basis
9	Job requirements:	As per attached annexure
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 Responsibilities:**

- To ensure that all procured goods are of the highest quality and meet the specifications as per the purchase order
- To ensure that the quality does not deteriorate during storage and distribution
- To put in place excellent, quality assurance system throughout the procurement cycle starting from sourcing till final distribution to ensure the quality of health sector goods
- Providing advice on all technical issues relating to procurement of Health Sector Goods.
- Formulating the generic specifications of health sector goods in consultation with all stakeholders and its up-gradation from time to time.
- To conduct 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 manufacturers and suppliers to assess compliance with good manufacturing practices (GMP).
- Assessment and empanelment of external inspection agencies.
- To provide inputs to the Supply Chain Management System.
- e-procurement relating to quality assurance issues.
- Other duties as specified or assigned by the Director General/CEO.

Recruitment Rules for the post of General Manager (Procurement), Central Medical Services Society, Department of Health & Family Welfare

1	Name of Post:	General Manager (Procurement)
2	Number of Posts:	1 (One)
3	Emoluments:	Rs. 1,50,000/- per month (Consolidated – all inclusive)
4	Whether Selection Post:	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5	Age limit :	Preferably below 50 years but not exceeding 55 years
6	Educational Qualification and Experience required for recruitment:	An engineering degree preferably with experience in procurement of Goods and Services. Minimum 10 years of experience out of which at least 5 years of experience in procurement of health sector goods. Working knowledge and experience of MS Office applications.
7	Probation period:	6 months
8	Method of recruitment whether direct or by deputation or on contract.	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 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 Responsibilities:**

- To oversee that the procurement (Domestic & Externally Aided Projects) is done in a transparent, efficient and economic manner, in line with the law of the land.
- To monitor storage in warehouses and order goods based on needs so as to avoid shortages and wastages
- Framing of generic specification for health sector goods and equipments after discussion with all stakeholders and its updating from time to time.
- Codification of all the items to be procured by CMSS.
- Provide and maintain a supplier database incorporating details of contact particulars, product, licensing, performance and prior product quality problems.
- Registration of suppliers based on credentials, manufacturing capability, quality assurance system, past performance, GMP, after sale service and financial background etc and vendor rating.
- Standardisation of bidding documents including conditions such as specification, qualification requirement, delivery etc.
- Standardisation of award of contract document and other related documents.
- Responsible for bid evaluation, award of contract and post contract management.
- To ensure prompt payment to suppliers and assist in resolving their genuine problems
- Preparation of a data-base of accredited testing laboratories for pharmaceuticals and other medical supplies.
- Advise on setting up a QA system for drugs and pharmaceuticals covering the entire supply chain process in close collaboration with the Quality Assurance Division.
- Assist in training needs assessment for procurement, distribution and storage of pharmaceuticals items and in the preparation of training materials. To train CMSS and State Government Procurement personnel.
- Provide assistance in the selection and quantification of drugs and other pharmaceuticals products
- To implement an e-procurement solution compliant with e-procurement system of the Government of India
- Conducting Market Research
- To provide technical and managerial advice to Ministry/Department of Central Government, State Governments on procurement of health sector goods.
- Assist State Governments or any other agency for procurement reforms in the health sector with the prior approval of the Ministry of Health & Family Welfare.
- Other duties as specified or assigned by the Director General/CEO.

Recruitment Rules for the post of General Manager (Logistics), Central Medical Services Society, Department of Health & Family Welfare

1	Name of Post:	General Manager (Logistics)
2	Number of Posts:	1 (One)
3	Emoluments:	Rs. 1,50,000/- per month (Consolidated – all inclusive)
4	Whether Selection Post:	On contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance
5	Age limit for recruitment:	Preferably below 50 years but not exceeding 55 years
6	Educational Qualification and Experience required for recruitment:	An engineering degree preferably with material management or purchasing/logistic management. Minimum 10 years of experience out of which at least 5 years of experience in procurement and supply chain management, preferably in health sector goods. Working knowledge and experience of MS Office applications.
7	Probation period:	6 months
8	Method of recruitment whether direct or by deputation or on contract:	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 and the Governing Board of the Society. However, services can be terminated by serving two months notice.
11	Annual increase in salary	5% subject to satisfactory performance



## **Main Responsibilities:**

- Putting in place a proper supply chain infrastructure with IT enabled systems
- Efficient management of of warehouses of CMSS
- To ensure movement of goods to the user namely the State Governments and also assist them in further movement of goods to the end users
- Develop and implement pipeline strategies in line with 'International/National Best Practices'.
- Collect and report on logistics data for MIS.
- Use data to drive supply chain operations.
- Identify and rectify weaknesses within the present system.
- To establish modern warehouses, storage rooms, and cold storage facilities in various locations within India or elsewhere for safe and convenient storage of medicines, surgical products and other medical and para-medical products of all description.
- Design and implementation of a Logistics Management Information System and Inventory and Stock Management Systems.
- Devise a cost effective transport and distribution system.
- To improve cost effectiveness including methods to reduce losses, overstocking, waste, inefficient handling and distribution as well as to introduce expiry date tracking and efficient security measures.
- Advise 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 quantification methodologies.
- Advice in the matters of quality assurance during storage and movement
- Monitor the performance of contractors and suppliers for goods and services.
- Other duties as specified or assigned by the Director General/CEO.

PROFORMA OF APPLICATION FOR THE POST OF 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:

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. 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)