

F. No. S-12012/60/2011-EPW  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health & Family Welfare)

Nirman Bhawan, New Delhi.  
Dated the 2<sup>nd</sup> Nov., 2012

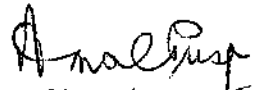
OFFICE MEMORANDUM

Subject: Recruitment to the post of Chief Executive Officer and Director General, Central Medical Services Society, Department of Health and Family Welfare in Pay Band-4 (Rs.37400 - 67000 plus Grade Pay Rs.10000) by Deputation -Reg.

It is proposed to fill up the post of Chief Executive Officer and Director General, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare, Ministry of Health and Family Welfare) in the Pay Band 4 (Rs.37400-67000 + Grade Pay Rs.10000), by deputation from officers belonging to the All India Services (AIS) and the organized Group A Civil Services participating in the Central Staffing Scheme, who are working as or empanelled for appointment as Joint Secretary to the Government of India, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Governments/ Union Territory Administrations. The post will be filled through Search-cum-Selection Committee process.

Vacancy Circular along with recruitment rules and bio-data proforma is enclosed. It is requested to circulate the same to the eligible officers for soliciting their candidature. Last date of receipt of applications through proper channel is 07.12.2012.

Encl.: As above

  
(Amal Pusp)  
Director (EPW)  
Telefax: 2306 3968

1. Secretaries to the Ministries/Departments of the Government of India
2. Chief Secretaries of State Governments/UT Administrations
3. Cadre Controlling Authorities of Organized Group 'A' Central Civil Services
4. The Department of Personnel & Training with a request to upload the vacancy circular on their website for wider circulation.

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Nirman Bhawan, New Delhi.  
Dated the 2<sup>nd</sup> November, 2012

CIRCULAR

**Subject: Recruitment to the post of Director General and Chief Executive Officer, Central Medical Services Society, Department of Health and Family Welfare in the Pay Band-4 (Rs.37400-67000 plus Grade Pay Rs.10000) on Deputation - Reg.**

It is proposed to fill up the post of Director General and Chief Executive Officer, Central Medical Services Society (CMSS) under the Department of Health & Family Welfare (Ministry of Health and Family Welfare) in the Pay Band 4 (Rs.37400-67000 + Grade Pay Rs.10000), by deputation from officers belonging to the All India Services (AIS) and the organized Group A Civil Services participating in the Central Staffing Scheme, who are working as or empanelled for appointment as Joint Secretary to the Government of India, preferably with experience in procurement of health sector goods or health administration serving under the Central Government/State Governments/Union Territory Administrations. The post will be filled through a Search-cum-Selection Committee notified for this purpose.

2. Copies of the Recruitment Rules for the post and the proforma of application are attached.
3. The Central Medical Services Society shall be responsible for procurement of medicines and other medical supplies under various National health programmes run by the Government of India. The Society would adopt an IT-enabled unified supply chain management system for effective monitoring of inventory and movement of health sector goods.
4. The officer selected shall be the Chief Executive Officer and Director General of the Central Medical Services Society and also act as Member-Secretary of the Governing Body of the Society, and in this capacity, shall be responsible for –
  - (i) the day to day administration/overall management of the Central Medical Services Society;
  - (ii) drawing up of proposal for the Society's work programmes;
  - (iii) implementing the work programmes and the decisions approved by the Governing Body of CMSS;
  - (iv) ensuring that the CMSS carries out its tasks in accordance with the requirement of its users, in particular with regard to the adequacy of the services provided and time taken;
  - (v) preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and
  - (vi) developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality medicines, medical equipment etc. to the end users and elimination of shortages and wastages.
  - (vii) implementing all tasks assigned by the Department of Health & Family Welfare, Government of India and the Governing Body of CMSS in accordance with the Memorandum of Association and Rules and Regulations of the Society.
5. The period of deputation of the selected officer shall be initially for a period of three years, which may be extended by a further period of two years. The maximum age limit for appointment on deputation shall be preferably below 52 (fifty two) years as on the closing date of receipt of applications.

6. The officer selected on deputation will have the option to draw his parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post in accordance with the rules in vogue of the Department of Personnel & Training. Other terms and conditions of deputation shall also be governed by the guidelines issued in this regard by the Department of Personnel and Training and in vogue for officers belonging to the All India Services (AIS) and the organized Group A Civil Services participating in the Central Staffing Scheme.

7. It is requested to circulate the vacancy circular to the eligible officers for soliciting their candidature. The eligible and interested officers may apply through proper channel in the proforma attached (in duplicate). While forwarding the applications it may be ensured that no Vigilance case/disciplinary proceedings are pending /contemplated against the officer concerned. The up to date ACR dossiers for the past five years from 2006-07 to 2010-11, Vigilance clearance and Statement of major/minor penalty imposed, if any, during the last ten years must also be enclosed along with the application.

8. The applications should reach the undersigned on or before **07.12.2012**.



(R S Negi)

Under Secretary to Government of India  
Telefax: 23012735  
Room No. 425'C' Wing

1. Secretaries of all Ministries/Departments of the Government of India
2. Chief Secretaries of all State Governments and Union Territory Administrations.
3. Cadre Controlling Authorities of Organized Group 'A' Central Civil Services (as per list enclosed)
4. The Department of Personnel & Training for uploading on their website.
5. NIC, MoH&FW for uploading on the website of the Ministry of Health & Family Welfare.

**RECRUITMENT RULES FOR THE POST OF DIRECTOR GENERAL & CHIEF EXECUTIVE OFFICER, CENTRAL MEDICAL SERVICES SOCIETY, DEPARTMENT OF HEALTH & FAMILY WELFARE**

1.	Name of Post:	Director General & Chief Executive Officer
2.	Number of Posts:	1 (One)
3.	Classification	Group 'A'
4.	Scale of Pay/Pay Band	Pay Band - 4 (Rs. 37400 - 67000) + Grade Pay Rs. 10000
5.	Whether Selection Post	Not applicable
6.	Age limit for direct recruitment	Preferably below 52 years.
7.	Educational Qualification and other qualification required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:	As applicable to an officer belonging to the All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme
9.	Probation period:	Not applicable
10.	Method of recruitment whether direct or by deputation and percentage of the post to be filled by various methods:	Through Search-cum-selection Committee process and with the approval of the Competent Authority.
11.	Grades from which deputation is to be made:	Officers from the All India Services (AIS) and the organised Group 'A' Civil Services participating in the Central Staffing Scheme, who are working as or empanelled as Joint Secretary to the Government of India, preferably having experience in procurement of health sector goods or health administration, shall be eligible for appointment to the post.
12.	Job requirements:	He/she shall be the Chief Executive Officer and Director General of the Central Medical Services Society (CMSS) and also act as Member-Secretary of the Governing Body and shall be responsible for- a. the day to day administration/overall management of the Central Medical Services Society; b. drawing up of proposal for the CMSS's work programmes; c. implementing the work programmes and the decisions approved by the Governing Body of CMSS; d. ensuring that the CMSS carries out its tasks in accordance with the requirement of its

		<p>users, in particular with regard to the adequacy of the services provided and time taken;</p> <p>e. preparation of the statement of revenue and expenditure and the execution of the budget of the CMSS; and</p> <p>f. developing and maintaining contact with the Central Government and State/UT Governments to facilitate efficient procurement and proper distribution of quality medicines, medical equipment etc. to the end users and elimination of shortages and wastages.</p> <p>g. implementing all tasks assigned by the Governing Body and the Government of India in accordance with the MoA and Rules and Regulations of the Society.</p>
13.	Period of appointment	Initially for a period of three years which could be extended by a further period of two years.

APPLICATION FOR THE POST OF DIRECTOR GENERAL & CHIEF EXECUTIVE OFFICER, 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. Year of Recruitment:
10. Service to which belongs:
11. Cadre(if applicable):
12. Category: (SC/ST/OBC/General):
13. Present Pay (Grade Pay & Pay Band):
14. Educational Qualifications:

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

15. 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	Nature of Appointment (Regular/Adhoc/Deputaion)	Scale of Pay and Basic Pay/Pay Band & Grade Pay	Nature of duties

16. Details of Trainings Undertaken:

Institute/Place	From	To	Training curriculum/Topics	Remarks

17. Experience, if any, in health administration/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 qualification (ii) professional training and (iii) work experience).

19. In case the present employment is held on Deputation/Contract, please state.

- a. The date of initial appointment
- b. Period of appointment on deputation/contract
- c. Name of the parent office/organization to which you belong

20. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- |                            |                           |
|----------------------------|---------------------------|
| a. Central Government      | b. State Government       |
| c. Autonomous Organization | d. Government Undertaking |
| e. Universities            | f. Others                 |

21. Position regarding award of penalty during last 10 years, if any.

22. 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)