

**CENTRAL MEDICAL SERVICES SOCIETY**

( Autonomous body of Ministry of  
Health & Family Welfare, Govt. of India)  
2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, 8,  
Teen Murti Marg Chanakyapuri, New Delhi-110021  
Phone: 011-21410905/6 Website: www.cmss.gov.in

**VACANCY ANNOUNCEMENT**

Central Medical Services Society (CMSS), a Central Procurement Agency of Ministry of Health and Family Welfare (MoHFW), Government of India, has opening for the following position on contract basis:

Position	No. of Vacancies	Mode of Recruitment
Assistant General Manager (Quality Assurance )	01	On Contract

For minimum qualification, eligibility conditions, other details and prescribed application form for the above posts, please visit Central Medical Services Society website: [www.cmss.gov.in](http://www.cmss.gov.in).

The candidates are to apply in the given application form attaching self-attested copies of qualification, experience and other related documents & **application fee of Rs.1000.00 in the form of demand draft/ NEFT**. Applications complete in all respects to be sent in a sealed envelope marked as **"Application for the post of " ASSISTANT GENERAL MANAGER(QUALITY ASSURANCE) at Central Medical Services Society"** to the address **The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 07.01.2022.** Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays.

Advt. No: CMSS/AN/015 dated 06.12.2021 GM (Administration)

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**(Ministry of Health & Family Welfare, Government of India)**  
**Recruitment Rules for the Post of: Assistant General Manager (Quality Assurance)**

1	Name of Post	Assistant General Manager (Quality Assurance)
2	Number of Posts	01(One)
3	Method of recruitment	On contract basis.
4	Emoluments	Rs. 80,000/- per month (Consolidated-all inclusive)
5	Tenure of Post	On contract basis, initially for a period of 5 years (Renewable on yearly basis subject to satisfactory performance). For deserving candidates, period of engagement can be further extended.
6	Age limit	Up to 45 years of age as on the last date of submission of application.
7	Essential Educational Qualification and Experience. <b>(Please note that past experience certificate/terms of reference/appointment letter/ published RR/ job description for the post held to see if applicant meets the requirement). Any of these must be attached as a proof.</b>	<b>Education Qualification:</b> M.Pharma./M.Sc.(Chemistry)/M.Sc.(Analytical Chemistry) <b>Experience:</b> <ul style="list-style-type: none"> <li>• Candidate must have post qualification work experience of minimum 6 years in Central Govt. /State Govt./PSU/Autonomous body/ Pharmaceutical Industry (with INR 500Crores Annual Turn Over in the preceding year) .</li> <li>• Of the above 06 years, candidate must have at least 04 years' experience in whole time capacity in Quality Control/Quality Assurance/Analytical R&amp;D of pharmaceutical products.</li> <li>• Knowledge of Drug &amp; Cosmetic Act 1940, Medical Devices Rules 2017 and amendments thereof, Pharmacopeia, The Insecticide Act 1968, New Drugs Rules, CDSCO Functions is desirable.</li> <li>• Candidate should be proficient in MS Office .</li> <li>• Candidate should have good oral and written expression in English</li> </ul>
8	Probation period	6- Months
9	Job Responsibilities	As mentioned below
10	Period of appointment	For retention/continuation, review of performance at the end of every year by the DG & CEO and the Governing Body of the Society. However, services can be terminated by serving one month notice by either side.
11	Annual increase in salary	5% Subject to satisfactory performance.

**Main Responsibilities: Assistant General Manager (Quality Assurance)**

- To ensure quality of the goods procured by implementing the quality assurance plan starting from sourcing till final distribution.
- Providing advice on quality related issues relating to procurement of Health Sector Goods.
- To conduct pre-dispatch and consignee end inspection & testing of contracted goods to ensure supply as per contract specification.
- Assessment and empanelment of external inspection agencies.
- Provide technical support and technical training to ware houses pharmacists.
- Responsible for ensuring defined quality of medicines procured by CMSS.
- Responsible to keep current match with good industry practices on quality and GMP.
- Responsible for developing quality policies and processes as per Government norms.

- Introducing and leveraging appropriate technology and systems of quality checks to improve quality standards.
- Preparation of tender documents for labs and other agencies by obtaining the specifications, and analysing the product specifications.
- Responsible to publish the tenders as per requirement in prescribed manner.
- Review of test reports & in case of any discrepancy , communication with manufacturer for corrective action.
- Review of lab test reports & in case of any discrepancy , communication with lab for corrective action.
- To ensure all quality and checks procedures are being followed in all warehouses of CMSS.
- Other duties as specified by the DG & CEO or/and Reporting Officer.