

File No. A-22015/2/2014-St-I

Advertisement No.....

**Date of Walk in Interview: 23<sup>th</sup>, 24<sup>th</sup> & 26<sup>th</sup> November, 2015**

Govt. of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(Medical Store Organisation)  
New Delhi-110066

**WALK-IN-INTERVIEW FOR CONSULTANT**

Interested and eligible candidates may walk-in-interview for the posts of (7) **Consultant (Depot Manager)**, (1) **Consultant (Assistant Depot Manager)**, (1) **consultant (Account Officer)**, (1) **Consultant (Technical Officer, Procurement)** (2) **Consultant (Accountant)**, (4) **Consultant (Technical Assistant, Store)**, purely on short-term contract basis) on a monthly remuneration according to the post. The details of the eligibility conditions, age, salary and Terms and Conditions etc. can be seen and downloaded from the website: [www.msotransparent.nic.in](http://www.msotransparent.nic.in) ; [mohfw@nic.in](mailto:mohfw@nic.in)



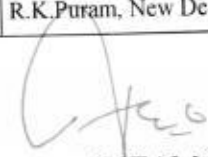
(PITAM SINGH)  
Dy. Dir. Admn. (MSO)

**File No. A-22015/2/2014-St-I**  
**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF HEALTH SERVICES**  
**MEDICAL STORES ORGANIZATION**

**WALK-IN INTERVIEW**

It is proposed to fill up the following contractual posts of technical experts on contract basis initially for a period of one year or till the posts are filled on regular basis. Interested candidates may walk-in for interview at the date and time indicated against the posts along with bio-data and photo copies of the testimonials and NOC from employer, if employed. No TA/DA will be paid for the interview. Original certificates will have to be produced for verification, if selected. It is reiterated that these are contractual positions and no other benefit except monthly consolidated remuneration is admissible. The Government is not liable for regularization of contractual services. The DGHS reserves the right to terminate the contract, by given fifteen days' notice to the consultant.

Name of the post	No. of post	Educational qualification/ experience	Maximum Salary	Station where to be posted	Date & Time Place of walk-in interview
Depot Manager	07	M. Pharma having 3 year experience in field having good knowledge of administration also. Age should not be more than 63 years	Rs. 40,000/- consolidated No increment and other allowances will be admissible	In All GMSDs viz Karnal, Kolkata, Hyderabad, New Delhi Guwahati, Mumbai and Chennai	<b>23.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66
Asstt. Depot Manager	01	B. Pharma with 3 year experience in Pharma Company having skilled knowledge of handling/storage of drugs. Age should not be more than 63 years	Rs. 30,000/- consolidated No increment and other allowances will be admissible	GMSD, Karnal	<b>24.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66
Account Officer	01	B.Com pass having 3 year experience of Accounts/budget/Financial matter. Age should not be more than 63 years	Rs. 40,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi	<b>24.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66
Technical officer (procurement)	01	M.Sc (Chem)/M. Pharma with 5 years experience in trade.	Rs. 30,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi	<b>24.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66
Accountant	02	B.com pass having 5 years experience of computer, having knowledge of accounts works or retired accountant from any central/State govt. department passed cash and accounts training.	Rs. 25,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi	<b>26.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66
Technical Assistant	04	D. Pharma/B.Sc. Chemistry with 2 years experience in a Pharma.	Rs. 20,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi	<b>26.11.2015 at 11.00 AM</b> Medical Store Organization, O/o Dy. Director General (Stores), West Block No.1, Wing No.6, R.K.Puram, New Delhi-66

  
(PITAM SINGH)  
Dy. Dir. Admn. (MSO)

## **DIRECTORATE GENERAL OF HEALTH SERVICES MEDICAL STORES ORGANIZATION**

### **BACKGROUND**

Medical Stores Organization, a subordinate wing of Directorate General of Health Services under Ministry of Health & Family Welfare, Govt. of India, has been functioning for procurement of medicines to ensure its availability to the various health care institutions of the country including Central Govt. Health Scheme Organization & Paramilitary Forces. MSO is to receive and store the supplies of drugs and allied Medical Stores under various programmes like WHO, UNICEF, Pulse Polio Immunization, Reproductive Child Health Programme, Child Survival and Safe Motherhood Programme, National Vector Borne Diseases Control Programme, National Tuberculosis Control Programme, Logistics/drugs/vaccines against swine flu and conventional contraceptive items etc. and distribute these supplies to various destinations in the country as per the release orders issued by the respective Programme Officers of the Directorate General of Health Services/Ministry of Health & FW from time to time.

The third crucial role is always played by the MSO (HQs) during International/National Emergency like Cyclones, Floods, Droughts and National Calamities like Earthquake etc. as part of Disaster Management by supplying the life saving items on crash priority basis to the affected areas. At the instance of the Ministry of External Affairs, the Medical Relief Assistance to foreign countries is also arranged by the MSO at short notice.

### **Key Functions of Medical Stores Organization:-**

Procurement, storage and supply of medicines, surgical items, medical equipment and other medical supplies/stores required by public health facilities/units across the country as a procurement unit under the Ministry.

Receipts, storage and distribution of supplies of drugs and allied stores including various vaccines received from WHO, UNICEF, USAID, DFID and the various international bodies under various bilateral agreements entered into by the Government of India (GOI). Storage and issues of stores required under various National Programmes such as National Vector Borne Diseases Control Programme (NVBDCP), reproductive and Child Health (RCH), Tuberculosis (TB), Leprosy, CSSM and Family Welfare undertaken by MOH&FW, GOI.

a.) Meeting the emergency requirements of life saving drugs and other allied items in the country, arising out of natural calamities such as floods, cyclones, drought and national calamities.

b.) Undertaking any such activities as directed by GOI relating to procurement, storage and distribution of medicines, surgical items, medical equipment and related items.

DETAILS OF CONSULTANTS' POSTS ON CONTRACT BASIS:-

Name of the post	Number of post	Educational qualification/ experience	Maximum Salary	Station where to be posted
Depot Manager	7	M. Pharma having 3 year experience in field having good knowledge of administration also	Rs. 40,000/- consolidated No increment and other allowances will be admissible	In All GMSDs viz Karnal/Kolkata/Hyderabad/New Delhi/Guwahati/Mumbai/Chennai
Asstt. Depot Manager	1	B. Pharma with 3 year experience in Pharma Company having skilled knowledge of handing/storage of drugs	Rs. 30,000/- consolidated No increment and other allowances will be admissible	GMSD, Karnal
Account Officer	1	B.Com pass having 3 year experience of Accounts/budget/Financial matter should not more than 63 years.	Rs. 40,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi
Technical officer (procurement)	1	M.Sc (Chem)/M. Pharma with 5 years experience in trade should not more than 63 years.	Rs. 30,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi
Accountant	2	B.com pass having 5 years experience of computer, having knowledge of accounts works or retired accountant from any central/State govt. department passed cash and accounts training.	Rs. 25,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi
Technical Assistant	4	B. Pharma/B.Sc. Chemistry with 5 years experience in a Pharma.	Rs. 20,000/- per month consolidated. No increment and other allowances will be admissible	MSO(HQ), New Delhi

### Duties of Depot Manager

DM is the officer in overall charge of the Stores Division of the Depot. He is responsible for high degree of efficiency in the working of Stores Division. Depot manager is supervise and coordinate the activities of all the Stores Sections through the Assistant Depot Manager. The DM will inspect all stores sections daily to spot check their day to day working. He renders necessary guidance and advice to all the subordinates in attending to their job efficiently and reports to the DADG (MS), problems which require attention at higher level. He also reports to the DADG (MS) all cases of negligence, delinquency and defalcation, naming the person/persons responsible. He performs the following functions in different stores sections:

He checks all receipts and ensure that these are marked to the dealing Assistants. He will select such receipts which should be seen by the DADG (MS) at the receipts stage and sent them to him. All communications, which involve matters of policy, procedure, development, planning, financial implications and complaints, will fall in this class. He ensures that all papers which require immediate attention in the section are promptly attended to by the ADM concerned.

He finally approve of and sign all correspondence except that tall case involving matters of policy, procedure, development, planning, financial liabilities and complaints will be submitted to the DADG (MS). In all correspondence emanating from the section he will ensure that the replies confirm to the provisions of official regulations and procedure and are couched in a proper and temperate language. While the primary responsibility with regard to the correctness of the facts and figures in any paper emanating from the section will rest with the dealing hands and the section superintendent, the DM will generally exercise a percentage check in all cases and complete check when in doubt.

He gives filing order on cases, which do not require any further action and ensure that no receipts are filed away by the dealing hands without his approval. He will also ensure that all cases in the intermediate stages are regularly pursued till satisfaction is obtained and not closed prematurely.

He keeps strict watch that all returns due to be submitted are promptly sent and are correct complied.

He examines, approves and sign the following instruments relating to stores in the depot:

- a) Adjustment vouchers and transfers which do not involve new liabilities, nominal Deposit vouchers and repairing vouchers.
- b) Issue vouchers for samples sent for test to outside agencies.
- c) Expense vouchers for samples expended in test for actual quantities consumed as intimated by the Testing Agencies.
- d) He will also be authorized to sign all instruments which the ADM are allowed to sign.
- e) Sale account.

### **Duties of Assistant Depot Manager**

Each ADM will be assigned certain specifies store sections. He will directly service all activities in the store sections assigned to him and will be responsible section officer for the efficient working of each store section/ units as a whole. He will visit the store sections assigned to him frequently, render guidance and Advice to the subordinates and attend to their problems on the spot. The ADM will also perform the following functions"-

He will go through all the receipts meant for sections placed under him and mark them to the dealing hand. He will select such receipts which should be seen by the higher officer at the receipt stage and indicate the designation of the officers to whom these should be submitted for perusal. All communication which may involve, matters of policy, Procedure, development, planning, financial liability and complaints will fall in this category.

He will ensure that all papers which require immediate attention are promptly attended to by the dealing hands.

He will finally approve of and sign all correspondence of routine nature emanating from the sections under his charge. important papers will be submitted by him to the DM and or to DADG (MS) exercising his judgment as to the level at which a particular case needs attention depending upon the importance of the subject matter.

In all correspondence emanating from the sections assigned to him he will ensure that the replies conform to the provisions of the official regulations and procedures and are couched in a proper and temperate language. While the primary responsibility with regards to the correctness of the facts and figures in any paper emanating from any section will rest with the dealing hands and the

DS & the ADM will generally exercise a percentage check in all cases and a complete check, when in doubt.

He will give filing orders on cases, which do not requires any further action and will ensure that no receipts are filed by the dealing hands without his approval. He will also ensure that all cases in the intermediate stages are regularly pursued till the action is complete and are not closed prematurely.

## TERMS AND CONDITIONS

1. Candidate should not be more than 63 years of age as on 01.08.2015.
2. The candidate should have good communication and interpersonal skills.
3. The candidate should have good knowledge of computer applications and working online.
4. The appointment will be purely on contract basis.
5. No accommodation or House Rent will be provided by MSO, R.K. Puram, New Delhi. The consultant needs to have own accommodation facility in Delhi/in Delhi/ New Delhi or nearby places.
6. The contract initially would be for a period of one year or till the posts filled on regular basis, whichever is earlier.
7. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which MSO, R.K. Puram, New Delhi will issue TDS certificate.
8. The Consultants shall not be entitled to any allowance such as Dearness Allowance, Transport Facility, CGHS and Medical Reimbursement etc.
9. Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/he absence beyond 12 days in a Year calculated on a pro-rata basis.
10. No. TA/DA shall be admissible for joining the assignment or on its completion. However, consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.
11. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released.
12. The consultant appointed, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of DGHS.
13. Dy. Director General (Stores) has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all application, without giving any explanation, whatsoever.
14. Dy. Director General (Stores) may terminate a contract to which these terms apply if:
  - The consultant is unable to address the assigned works./
  - Quality of the assigned works is not to the satisfaction of DGHS.
  - The consultant fails in timely achievement of the milestones as finally decided by Dy. Director General (Stores).
  - The consultant is found lacking in honesty and integrity.

Dy. Director General (Stores) reserve the right to terminate the contract, by given 15 days notice to the consultant. Termination shall be effected by written notice on the consultant and shall take effect in 15 days of delivery such notice. The termination will be without prejudice to either party's rights accrued before termination.



**Application format for the post of.....**

Paste a recent  
passport size  
Photograph  
(colored)

1. Name and address (In block letters)
2. Father's Name
3. Date of Birth and Age (As on last date of receipt of applications)
4. Present address (with contact/telephone no.)
5. Date of retirement (if applicable)
6. Educational qualifications:-

Name of Examination	Year of Passing	Subjects	College/University/Board

7. Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient:-

Office/Institution/ Organization	Post held	From	To	Scale of pay/ last basic pay	Nature of duties

8. Nature of present employment i.e. whether ad-hoc temporary or contract
9. Total emoluments per month drawn
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet, if the space is insufficient.
11. Whether belonging to SC/ST/OBC/General category
12. Remark, if any

Date: .....

Signature of the candidate.....  
Name.....  
Address.....  
.....  
Tele: .....  
E-mail ID.....