

No. MMDSL/HR-1/HIRING/ 2022-23(118)

Dated: 28/02/2024

ADVERTISEMENT

Application from citizens of Meghalaya are urgently required for appointment on a contractual basis for a period of 2 years (renewable) for the following post under Meghalayan Medical Drugs & Services Ltd, Meghalaya.

Approved By Shri Ramkumar S (Managing Director) on 28/02/2024 07:31 PM
(The document is digitally approved and does not require any Seal or Signature in original)

S No	Name of Post	No. of Posts	Remuneration	Essential Qualification & Experience	Place of Posting
1	X-Ray Technician	9	As per MMDSL norms	<p>Qualification : Bachelor's or associate's degree in Radiologic Technology, Radiology, or a related field.</p> <p>Experience & Competencies: 1 or more years of relevant Work Experience. Proven experience working as an X-ray technician. Excellent analytical and problem-solving skills.</p>	<p>East Khasi Hills (2 post)</p> <p>West Jaintia Hills (3 post)</p> <p>West Khasi Hills (2 post)</p> <p>Ri Bhoi District (2 post)</p>
2	Procurement Assistant	1	As per MMDSL norms	<p>Qualification : Bachelor's degree in Logistics, Supply Chain Management, Business Administration or a related field.</p> <p>Experience & Competencies: At least 2 years of experience. Work experience as a Purchasing Assistant, Purchasing Officer or similar role. Good understanding of supply chain procedures. Hands-on experience with purchasing software. Advanced knowledge of MS Office (Word, Excel, Powerpoint). Excellent analytical and problem-solving skills. Effective written and verbal communication skills. Understanding of financial principles and budget management.</p>	<p>East Khasi Hills</p>



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
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Meghalaya.

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S No	Name of Post	No. of Posts	Remuneration	Essential Qualification & Experience	Place of Posting
3	DEO (Data Entry Operator)	2	As per MMDSL norms	Qualification : High school diploma; additional computer training or certification will be an asset Experience & Competencies: 1 or more years of relevant Work Experience. Experience with MS Office (Word, Excel, Powerpoint) and data programs Familiarity with administrative duties Typing speed and accuracy	East Khasi Hills

Qualified and interested candidates can submit their applications electronically through an Online Form (link below) only, on or before 4pm of the 13th of March 2024 with softcopies of their bio-data, certificates and job experience. The applications of the candidates will be screened and intimated in due course. Any future information updates will be made known via appropriate channels.

Terms & Conditions:

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and uploaded in a single PDF file <10MB
2. The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less
3. Candidates may have to undergo a written and/or practical test
4. Preference will be given to candidates who are domiciles of Meghalaya
5. The office of the undersigned reserves the right to cancel/extend/advertise the same at its own discretion
6. All applicants are required to fill the online form via <https://mmdsl.in/application-form>
7. For more details, please visit <https://mmdsl.in/recruitment>

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/ 2022-23(119)

Dated: 28/02/2024

TERMS OF REFERENCE FOR X-RAY TECHNICIAN UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: X-RAY Technician

Duty Station: East Khasi Hills; West Jaintia Hills; West Khasi Hills; Ri Bhoi District

Duration: 2 years (renewable)

Salary: as per MMDSL norms + incentive on number of x-rays conducted

Scope of Work:

1. Verifying patients' identity and reviewing physicians' orders before beginning x-ray procedures.
2. Using x-ray equipment to take radiographic images of patients' bones, tissues, and organs as per physicians' written orders.
3. Explaining x-ray procedures to patients and answering their questions.
4. Positioning patients accordingly, which may include lifting and moving patients with limited mobility.
5. Limiting patients' exposure to radiation by placing lead shields on patients where needed.
6. Ensuring that the x-rays taken are of sound quality to prevent repeat procedures.
7. Working closely with the resident Radiologist to determine whether further tests are required.
8. Ensuring that the x-ray equipment is regularly serviced and in good working order.
9. Promptly notifying management of damaged or malfunctioning x-ray equipment.
10. Maintaining an accurate record of completed x-ray procedures.
11. To be available to perform on-call duties as and when required.

Qualification:

Bachelor's or associate's degree in radiologic technology, radiology, or a related field.

Experience & Competencies:

1. Minimum of 1 year experience
2. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required
3. Proven experience working as an X-ray technician.
4. Ability to move or lift patients.
5. Ability to stand for extended periods.
6. Excellent analytical and problem-solving skills.
7. Effective written and verbal communication skills.
8. Ability to complete multiple tasks under pressure and should be a team player.
9. Demonstrates teamwork approach by assisting coworkers in expediting processes



to ensure efficient and effective workflow in the delivery of quality care

10. Demonstrates a willingness to maintain a harmonious working relationship with physicians, and other staff members

Shri Ramkumar S
Managing Director

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No. MMDSL/HR-1/HIRING/ 2022-23(120)

Dated: 28/02/2024

TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Procurement Assistant
Duty Station: East Khasi Hills, Meghalaya
Duration: 2 years (renewable)
Salary: as per MMDSL norms

Scope of Work:

1. Monitor stock levels and identify purchasing needs
2. Track orders and ensure timely delivery
3. Update internal databases with order details
4. To conducting clerical/administrative tasks within the Procurement division.
5. To assist/support the team with any quotation/tender activities
6. To expedite Purchase Orders with suppliers
7. To ensure supplier documentation is correctly filed / archived
8. Maintain updated records of invoices and contracts
9. Follow up with suppliers, as needed, to confirm or change orders
10. Liaise with warehouse staff to ensure all products arrive in good condition
11. Use the latest technology to improve operations
12. To be available to perform on-call duties as and when required.
13. Coordinate with finance to ensure accurate and timely processing of invoices.
14. Monitor and report on procurement KPIs to track performance and identify areas for improvement.
15. Conduct risk assessments pertaining to supply chain disruptions.
16. Evaluate supplier performance and ensure corrective actions as necessary to maintain quality standards and ensure no interruption in supply.

Qualification:

Bachelor's degree in Logistics, Supply Chain Management, Business Administration or a related field.

Experience & Competencies:

1. Minimum of 2 years experience
2. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required
3. Work experience as a Purchasing Assistant, Purchasing Officer or similar role
4. Good understanding of supply chain procedures
5. Hands-on experience with purchasing software
6. Advanced knowledge of MS Office (Word, Excel, Powerpoint)
7. Excellent analytical and problem-solving skills.



8. Effective written and verbal communication skills.
9. Ability to complete multiple tasks under pressure and should be a team player.
10. Demonstrates teamwork approach by assisting coworkers in expediting processes to ensure efficient and effective workflow in the delivery of quality care
11. Demonstrates a willingness to maintain a harmonious working relationship with staff members
12. Understanding of financial principles and budget management

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No. MMDSL/HR-1/HIRING/ 2022-23(121)

Dated: 28/02/2024

TERMS OF REFERENCE FOR DATA ENTRY OPERATOR UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Date Entry Operator
Duty Station: East Khasi Hills, Meghalaya
Duration: 2 years (renewable)
Salary: as per MMDSL norms

Scope of Work:

1. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
2. Review data for deficiencies or errors, correct any incompatibilities if possible and check output
3. Research and obtain further information for incomplete documents
4. Apply data program techniques and procedures
5. Generate reports, store completed work in designated locations and perform backup operations
6. Scan documents and print files, when needed
7. Keep information confidential
8. Respond to queries for information and access relevant files
9. Comply with data integrity and security policies
10. Ensure proper use of office equipment and address any malfunctions
11. Verifies integrity of data by comparing it to source documents
12. Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
13. Maintains a filing system and protects confidential customer information.
14. Maintains a satisfactory level of quality and productivity as per department standards
15. Perform administrative duties (arrange and sort physical items, pasting, etc)
16. To be available to perform on-call duties as and when required.

Qualification:

High school diploma; additional computer training or certification will be an asset

Experience & Competencies:

1. Minimum of 1 year experience
2. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required
3. Excellent attention to detail
4. Strong written and verbal communication skills
5. Ability to perform repetitive tasks with a high degree of accuracy
6. Comfortable working independently with minimal supervision



7. Experience with MS Office (Word, Excel, Powerpoint) and data programs
8. Familiarity with administrative duties
9. Experience using office equipment, like printers and scanner
10. Typing speed and accuracy
11. Excellent knowledge of correct spelling, grammar and punctuation
12. Organization skills, with an ability to stay focused on assigned tasks
13. Ability to complete multiple tasks under pressure and should be a team player.
14. Demonstrates teamwork approach by assisting coworkers in expediting processes to ensure efficient and effective workflow in the delivery of quality care
15. Demonstrates a willingness to maintain a harmonious working relationship with staff members

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