



No. MMDSL/HR-1/HIRING/ 2022-23(266)

Dated: 04/10/2024

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.

S No	Name of Post	No. of Posts	Remuneration	Essential Qualification & Experience	Place of Posting
1	Storekeeper	3	As per MMDSL norms	Qualification : B Pharm from a recognized institution or related field Experience & Competencies: At least 2 years of experience. Prior experience in retail, preferably in a management position, would be advantageous. Advanced knowledge of MS Office (Word, Excel, Powerpoint).	East Khasi Hills (2posts); Ri Bhoi District (1 post)
2	HR Assistant	1	As per MMDSL norms	Qualification : Masters Degree in Human Resources or related field Experience & Competencies: 2 years of experience as an HR Assistant. Effective HR administration and people management skills Excellent written and verbal communication skills.	Shillong
3	Administrative Assistant	1	As per MMDSL norms	Qualification : Graduate in any field or related field Experience & Competencies: 2 years of experience as an Administrative Assistant. Excellent written and verbal communication skills. Administrative experience or tenure in an office setting will be an added advantage	Shillong

Approved By Shri Ramkumar S(Managing Director) on 04/10/2024 10:27 AM
(The document is digitally approved and does not require any Seal or Signature in original)



Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before **4pm of the 17th of October 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-formsha>
7. For more details, please visit <https://mmdsl.in/recruitment>

Shri Ramkumar S
Managing Director

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TERMS OF REFERENCE FOR STOREKEEPER UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Storekeeper

Duty Station: District Warehouse, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years

Scope of Work:

1. To receive the drugs, surgicals and other materials ordered by the purchase department and supplied by the vendors.
2. To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
3. To stock the drugs, surgical or other materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
4. To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
5. To carry out periodical physical verification and assesses the stock position
6. To ensure a smooth and timely issue of drugs, surgical etc., to the facilities.
7. To ensure accurate accounting of the drugs, surgical received and issued.
8. To ensure a favorable working atmosphere is maintained amongst the personnel working in the store.
9. To ensure proper safety measures are in place and adhered to with respect to the staff, building, drugs, surgical and other materials stored in the warehouse.
10. To ensure that the store is always maintained up to date in all respects in a presentable condition.
11. To communicate proactively and regularly escalating issues or areas of concern in a timely manner to appropriate authorities.
12. To be available to perform on-call duties as and when required.
13. Any other responsibility assigned by the Reporting Officer or Management

Qualification:

B Pharm from a recognized institution or related field

Experience & Competencies:

1. At least 2 years of experience.
2. Prior experience in retail, preferably in a management position, would be advantageous.
3. Advanced knowledge of MS Office (Word, Excel, Powerpoint).
4. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required.



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
DHS Complex, New Colony, Laitumkrah,
Shillong - 793003,
East Khasi Hills,
Meghalaya.

+91-9863033404 / 9863048955
meghmdsl@gmail.com

5. Excellent analytical and problem-solving skills.
6. Effective written and verbal communication skills.
7. Ability to complete multiple tasks under pressure and should be a team player.
8. Demonstrates a willingness to maintain a harmonious working relationship with staff members.

Shri Ramkumar S
Managing Director

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

Title: Human Resource Assistant
Duty Station: Shillong, Meghalaya
Salary: as per MMDSL norms
Duration: 2 years

Scope of Work:

1. Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department
2. Enter employment data into computer database
3. Track and update hourly employee leaves of absence
4. Assist HR supervisors with the hiring process, including submitting job postings online and scheduling candidate interviews
5. Coordinate logistics for new hire orientations and employee training sessions
6. Post job ads and vacancies on websites
7. Screen resumes and job applications
8. Schedule and coordinate job interviews
9. Assist in background and reference checks
10. Assist in preparing job offer letters and agreements
11. Provide support during recruitment activities / process.
12. Orient new hires to the organization
13. Take care of new hire paperwork and logistics – setting up designated workstations, computer logins, email addresses, etc.
14. Serve as point person for all new employees' inquiries.
15. Maintain accurate and up-to-date employee records, including personal information, employment contracts, performance evaluations, and benefits documentation
16. Help during exit interviews and complete termination documentation.
17. Manage compensation and benefit documentation.
18. Process payroll tasks, which include monitoring employee leaves
19. Support in preparing and managing employee actions and other official documents related to performance improvement, reassignment, suspension, resignation, retirement, and employee exits.
20. Send separation notices to employees who are due for mandatory retirement
21. Assist in providing departing employees with check-out documents
22. Help in conducting exit interviews or termination meetings as required
23. Process all final and severance payments. Serve as the point of contact after separation.
24. Handles employee complaints and grievances
25. Keep up-to-date with the latest HR trends and best practices.
26. Should be willing to travel extensively (long road journeys).
27. Any other responsibility assigned by the Reporting Officer or Management

1/2



Qualification:

Masters Degree in Human Resources or related field.

Experience & Competencies:

1. 2 years of experience as an HR Assistant.
2. Effective HR administration and people management skills.
3. Exposure to payroll practices.
4. Full understanding of HR functions and best practices.
5. Excellent written and verbal communication skills.
6. Works well under pressure and meets tight deadlines.
7. Highly computer literate with capability in email, MS Office (Word, Excel, Powerpoint), Adobe Photoshop / Canva, and related business and communication tools.
8. Fantastic organizational and time management skills.
9. Strong decision-making and problem-solving skills.
10. Meticulous attention to detail.
11. Ability to accurately follow instructions.

Shri Ramkumar S
Managing Director

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

Title: Administrative Assistant
Duty Station: Shillong, Meghalaya
Salary: as per MMDSL norms
Duration: 2 years

Scope of Work:

1. Provide office support and secretarial/administrative assistance in order to contribute to the effective day-to-day running of the Office.
2. Execute administrative tasks of the office which includes handling and follow-up of book-keeping, logistics and monthly reporting
3. Maintaining and managing the petty cash ledger
4. Ensure office cleanliness is maintained as per standards.
5. Managing filing system
6. Performing general office clerk duties and errands.
7. Keep track in a cost efficient manner of the office inventory and ensure records are kept up-to-date
8. Handling drivers time and responsibilities, ensuring to keep the transport logbooks updated. General maintenance of vehicles, if any
9. Responsible for the travel arrangements, TA and expense reports
10. Provide general administrative assistance to staff on official trips, if any
11. Creating, maintaining, and entering information into databases.
12. Any other responsibility assigned by the Reporting Officer or Management



Qualification:

Graduate in any field or related field.

Experience & Competencies:

1. 2 years of experience as an Administrative Assistant.
2. Excellent written and verbal communication skills.
3. Works well under pressure and meets tight deadlines.
4. Highly computer literate with capability in email, MS Office, and related business and communication tools.
5. Meticulous attention to detail.
6. Ability to accurately follow instructions.
7. Administrative experience or tenure in an office setting will be an added advantage

Shri Ramkumar S
Managing Director