



No. MMDSL/HR-1/HIRING/2024-25(4)

Dated: 01/12/2024

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	Biomedical Associate	2	As per MMDSL norms	Qualification : Bachelors Degree in Biomedical Waste Management, Biological or Biochemical Sciences, Environmental Science or similar is preferred Experience & Competencies: 2 years of experience in a similar field. Full understanding of biomedical waste management and best practices. Highly computer literate with capability in email, MS Office (Word, Excel, Powerpoint) and related business and communication tools.	Khasi Hills (1 post); Garo Hills (1 post)

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 16th of December 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



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

- All applicants are required to fill the online form via <https://mmdsl.in/application-form-bmw>
- For more details, please visit <https://mmdsl.in/recruitment>

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 01/12/2024 09:06 PM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/2024-25(5)

Dated: 01/12/2024

TERMS OF REFERENCE FOR BIOMEDICAL ASSOCIATE UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Biomedical Associate
Duty Station: Khasi Hills, Garo Hills
Salary: as per MMDSL norms
Duration: 2 years

Scope of Work:

Biomedical waste management is important for protecting public health and the environment. Improperly handling or disposing of biomedical waste can lead to the spread of disease, health hazards for animals, and environmental contamination. The role pertains mostly to the safe and proper handling and disposal of biomedical waste. The duties may include:

1. Supervise the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources
2. Assist with the development, promotion and implementation of new waste disposal schemes
3. Ensure compliance with current legislation in the transportation, handling and disposal of waste
4. formulate and control budgets for waste disposal
5. Collate statistics and compile reports often to strict deadlines
6. Monitor the quality and performance of waste services, including contract management of external providers
7. Assist with the development of information and promotional materials
8. Aim to meet waste reduction and recycling targets
9. Monitoring packaging, labeling, and transporting waste to collection sheds
10. Ensure delivering waste supplies and containers to staging areas
11. Ensure cleaning up spills
12. Documenting waste removal
13. Monitoring and complying with waste management procedures
14. Performing internal quality control procedures
15. Maintaining quality documentation
16. Should be willing to travel extensively (long road journeys).
17. Any other responsibility assigned by the Reporting Officer or Management

Qualification:

A Bachelors Degree in Biomedical Waste Management, Biological or Biochemical Sciences, Environmental Science or similar is preferred



Experience & Competencies:

1. 2 years of experience in a similar field.
2. Full understanding of biomedical waste management and best practices.
3. An interest in, and understanding of, environment and sustainability issues.
4. Excellent written and verbal communication skills.
5. Works well under pressure and meets tight deadlines.
6. Highly computer literate with capability in email, MS Office (Word, Excel, Powerpoint) and related business and communication tools.
7. Meticulous attention to detail.
8. Ability to accurately follow instructions.

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 01/12/2024 09:07 PM
(The document is digitally approved and does not require any Seal or Signature in original)