



No. MMDSL/HR-1/HIRING/2026-27(53)

Dated: 29/10/2026

ADVERTISEMENT

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

S No	Name of Post	Renumeration	Essential Qualification & Experience	Duration	Place of Posting	No. of posts
1	Manager Equipment Maintenance	Rs 67000 + EPF	Qualification : 1. Master's degree in Biomedical Engineering, Biomedical Instrumentation, Medical Equipment Technology or an equivalent relevant discipline from a recognised university or institution. 2. Candidates possessing a Master's degree in Electrical, Electronics or Mechanical Engineering, with a specialisation or substantial relevant experience in medical equipment maintenance and healthcare technology management, may be considered. 3. Additional qualifications or professional certifications in healthcare technology management, medical equipment maintenance or biomedical asset management shall be an added advantage. Experience & Competencies: 1. Minimum of five (5) years of relevant professional experience in biomedical engineering, medical equipment maintenance or healthcare technology management, preferably in a hospital or healthcare organisation. 2. At least three (3) years of experience in a supervisory or managerial capacity, with responsibility for equipment maintenance planning, technical team coordination and monitoring of maintenance operations.	2 Years	Shillong	1
2	Regional Coordinator	Rs 60000 + EPF	Qualification : Master of Business Administration (MBA) from a recognised university or institution or related field. Experience & Competencies: 1. Minimum 5-6 years of relevant experience in operations management, administration, project coordination, team management, or a related field. 2. Experience in healthcare operations, supply chain management, logistics, or government projects will be preferred.	2 Years	Garo Region	1



3	ICU Technician	Rs 20400 + EPF	Qualification : 1. B.Sc. in Critical Care Technology or Intensive Care Technology (a 3-year degree plus a 1-year mandatory clinical internship). 2. Diploma or certificate in ICU Technology, Critical Care Technology, Anaesthesia Technology, or an equivalent relevant qualification from a recognized institution. Experience & Competencies: 1. Relevant training in the operation and handling of ICU equipments. 2. Relevant experience in an ICU, critical care unit, or hospital setting will be preferred.	2 Years	Tura	4
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Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 10th of November 2026 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. All applications will be subjected to a screening process constituted for the purpose
4. Candidates may have to undergo a written and/or practical test
5. All relevant certificates, testimonials, etc (in original) are to be produced at the time of interview, if shortlisted
6. Preference will be given to candidates who are domiciles of Meghalaya
7. The office of the undersigned reserves the right to reject any / all applications without assigning any reason thereof
8. The office of the undersigned reserves the right to cancel/extend/advertise the same at its own discretion
9. All applicants are required to fill the online form via <https://mmdsl.in/application-form>
10. For more details, please visit <https://mmdsl.in/recruitment>



Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2026-27(54)

Dated: 29/10/2026

TERMS OF REFERENCE FOR MANAGER-EQUIPMENT MAINTENANCE UNDER MEGHALAYA MEDICAL DRUGS AND SERVICE LIMITED

Title: Manager-Equipment Maintenance

Duty Station: Shillong, Meghalaya.

Duration: 2 Years

Salary: Rs 67000 + EPF

Scope of Work and Key Responsibilities

The Manager – Equipment Maintenance shall be responsible for:

1. Planning and monitoring preventive and corrective maintenance of medical equipment across designated healthcare facilities.
2. Coordinating with healthcare facilities, Jr. Equipment engineers, equipment suppliers and authorised service providers for timely servicing and repair of equipment.
3. Monitoring equipment functionality, breakdowns, downtime, warranty coverage and Annual Maintenance Contracts (AMCs) and Comprehensive Maintenance Contracts (CMCs).
4. Maintaining an updated inventory of medical equipment, including equipment location, operational status, maintenance history and service records.
5. Monitoring equipment maintenance activities through designated reporting systems and preparing regular update to date periodic reports on equipment status, pending repairs and maintenance requirements.
6. Coordinating equipment inspections, calibration, performance assessments and safety checks, wherever applicable.
7. Identifying obsolete, non-functional or irreparable equipment and submitting recommendations for repair, replacement or condemnation to the competent authority.
8. Providing technical inputs for maintenance planning, budgeting, procurement of spare parts and service contracts, as required.
9. Undertaking regular field visits to healthcare facilities for equipment assessment and maintenance monitoring.
10. Manage a team of Jr. Equipment Engineers including delegation of work, field reports, facility visit monitoring, performance management etc.
11. Performing any other duties assigned by the Managing Director or the competent



authority in connection with equipment maintenance management.

Educational Qualifications

1. Master's degree in Biomedical Engineering, Biomedical Instrumentation, Medical Equipment Technology or an equivalent relevant discipline from a recognised university or institution.
2. Candidates possessing a Master's degree in Electrical, Electronics or Mechanical Engineering, with a specialisation or substantial relevant experience in medical equipment maintenance and healthcare technology management, may be considered.
3. Additional qualifications or professional certifications in healthcare technology management, medical equipment maintenance or biomedical asset management shall be an added advantage.

Experience

1. Minimum of five (5) years of relevant professional experience in biomedical engineering, medical equipment maintenance or healthcare technology management, preferably in a hospital or healthcare organisation.
2. At least three (3) years of experience in a supervisory or managerial capacity, with responsibility for equipment maintenance planning, technical team coordination and monitoring of maintenance operations.
3. Demonstrated experience in managing Annual Maintenance Contracts (AMCs), Comprehensive Maintenance Contracts (CMCs), equipment breakdowns, vendor performance and preventive maintenance programmes.
4. Experience in managing medical equipment inventories, equipment lifecycle planning and maintenance reporting systems across multiple healthcare facilities shall be an added advantage.

Skills and Competencies

1. Sound technical knowledge of medical equipment maintenance and troubleshooting.
2. Strong coordination, planning and problem-solving skills.
3. Proficiency in computer applications, data management and report preparation.
4. Effective communication and organisational skills.

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2026-27(55)

Dated: 29/10/2026

TERMS OF REFERENCE FOR REGIONAL COORDINATOR UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Regional Coordinator

Duty Station: Garo Region, Meghalaya

Salary: Rs 60000 + EPF

Duration: 2 years

Scope of Work

Role Summary

The Regional Coordinator will oversee and coordinate MMDSL operations across the Garo Region, ensuring effective implementation of activities, coordination with district-level teams and healthcare facilities, and timely resolution of operational issues. The position requires a proactive and solution-oriented professional who can independently identify problems, assess situations, take corrective action, and ensure smooth functioning of regional operations.

The Regional Coordinator will work under the supervision of the State Manager and coordinate with the relevant divisions to address operational challenges, monitor progress, and improve overall efficiency.

1. Key Responsibilities

- Oversee and coordinate MMDSL operations across the Garo Region and ensure timely implementation of assigned activities.
- Monitor regional activities, identify operational challenges, and take appropriate corrective action to resolve issues.
- Conduct regular field visits to district hospitals, healthcare facilities, warehouses, and other designated locations to assess operational requirements and identify gaps.
- Coordinate with district-level teams and healthcare facilities to ensure smooth implementation of MMDSL activities.
- Identify the root causes of operational problems and develop practical solutions to prevent recurring issues.
- Handle regional-level operational challenges independently within delegated authority and escalate matters requiring State Office intervention.
- Monitor the progress of assigned tasks and ensure that pending issues are followed up until resolution.
- Identify gaps in coordination, workflow, and resource utilisation and recommend measures for improvement.



2. Regional Operations & Monitoring

- Monitor the progress of MMDSL activities across the Garo Region and ensure compliance with operational plans and instructions issued by the State Office.
- Assess the operational requirements of district-level teams and healthcare facilities and coordinate with the concerned divisions for necessary support.
- Monitor the availability and distribution of medicines, medical supplies, equipment, and other resources in coordination with the relevant divisions.
- Identify delays, supply-related challenges, equipment issues, and other operational gaps and facilitate timely resolution.
- Ensure that critical issues affecting healthcare facility operations are promptly reported and addressed.
- Track the status of ongoing activities and maintain records of issues identified, actions taken, and pending matters.

3. Team Coordination & Management

- Coordinate with district-level personnel and ensure clarity regarding assigned responsibilities, deliverables, and timelines.
- Monitor work progress and follow up with concerned personnel to ensure timely completion of assigned tasks.
- Facilitate effective communication between regional teams and the State Office.
- Identify coordination gaps and address issues affecting teamwork and operational efficiency.
- Promote accountability, timely reporting, and a problem-solving approach among personnel working in the region.
- Report recurring performance issues and operational concerns to the designated State-level authority.

4. Stakeholder Coordination

- Coordinate with Medical Superintendents, Medical Officers, hospital administrators, district officials, and other relevant stakeholders across the Garo Region.
- Address operational concerns raised by healthcare facilities and coordinate with the concerned MMDSL divisions for appropriate action.
- Maintain effective working relationships with district-level stakeholders to facilitate smooth implementation of MMDSL activities.
- Participate in regional-level meetings and discussions as assigned by the competent authority.
- Ensure timely communication of important updates, operational requirements, and unresolved matters to the State Office.
- Follow up with concerned stakeholders to ensure that agreed actions are completed within the prescribed timelines.

5. Problem-Solving & Operational Improvement

- Identify recurring operational challenges and analyse their underlying causes.
- Develop practical and time-bound action plans to address operational problems and improve efficiency.
- Take ownership of reported issues and ensure appropriate follow-up until resolution.
- Anticipate potential challenges and take preventive measures to minimise delays and disruptions.
- Resolve coordination issues between district teams, healthcare facilities, and concerned divisions through timely communication and appropriate intervention.
- Recommend improvements in regional workflows, reporting mechanisms, and operational processes.
- Assess the effectiveness of corrective measures and recommend further action wherever required.

6. Documentation, Reporting & MIS

- Prepare and submit periodic reports on regional activities, progress, operational challenges, and corrective actions.
- Maintain updated records of field visits, stakeholder meetings, issues reported, and follow-up actions.
- Monitor pending issues and ensure that the concerned personnel provide timely updates on their resolution.
- Compile information received from district-level teams and ensure accuracy and completeness of reports submitted to the State Office.
- Immediately report critical issues requiring urgent intervention or approval from the competent authority.
- Assist in preparing regional operational plans, progress reports, and other documents as required by MMDSL.

7. Deliverables

- Effective coordination and monitoring of MMDSL operations across the Garo Region.
- Timely identification and resolution of regional operational issues.
- Regular field visits and follow-up on issues identified at healthcare facilities and district-level offices.
- Improved coordination between district-level teams, healthcare facilities, and the State Office.
- Timely reporting of regional activities, challenges, and corrective actions.
- Maintenance of updated records of operational issues and their resolution status.
- Timely escalation of critical issues requiring higher-level intervention.
- Identification and implementation of practical measures to improve operational efficiency.



Qualifications & Experience

- Master of Business Administration (MBA) from a recognised university or institution or related field.
- Minimum 5–6 years of relevant experience in operations management, administration, project coordination, team management, or a related field.
- Experience in healthcare operations, supply chain management, logistics, or government projects will be preferred.
- Experience in managing field-level operations, coordinating multiple teams, and resolving operational challenges will be preferred.
- Experience in stakeholder management, performance monitoring, and operational reporting will be preferred.

Skills & Competencies

- Strong problem-solving and decision-making abilities.
- Ability to independently identify issues, assess situations, and develop practical solutions.
- Strong leadership, coordination, and team management skills.
- Good communication, interpersonal, and conflict-resolution skills.
- Ability to manage multiple responsibilities and work within timelines.
- Strong analytical, planning, and organisational skills.
- Ability to take ownership of tasks and ensure follow-up until completion.
- Proficiency in MS Office, particularly Word and Excel.
- Ability to work effectively in field-based and operational environments.
- Strong sense of responsibility, integrity, and accountability.

Ethics & Confidentiality

The Regional Coordinator is expected to maintain confidentiality of operational records, employee information, internal communications, and other official information accessed during the course of work. The position is expected to maintain integrity, accountability, and professionalism in all activities and adhere to MMDSL's policies, procedures, ethical standards, and instructions issued by the competent authority.

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2026-27(56)

Dated: 29/10/2026

TERMS OF REFERENCE (TOR) FOR ICU TECHNICIAN UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED (MMDSL)

Title: ICU Technician
Duty Station: Tura, Meghalaya
Salary: Rs 20400 + EPF
Duration: 2 years

A. Scope of Work

The ICU Technician will assist in the day-to-day functioning of the Intensive Care Unit (ICU) by supporting patient monitoring, operation and maintenance of ICU equipments, and coordination with doctors, nurses, and other healthcare personnel to ensure the smooth delivery of critical care services.

B. Roles and Responsibilities

1. Assist doctors and nursing staff in the delivery of critical care services to patients admitted to the ICU.
2. Operate, monitor, and assist in the maintenance of ICU equipments, including multiparameter monitors, ventilators, infusion pumps, syringe pumps, suction apparatus, oxygen delivery systems, and other critical care devices, as per training and authorization.
3. Assist in monitoring and record patients' vital signs, including pulse rate, blood pressure, respiratory rate, oxygen saturation, and temperature, as assigned by the supervising clinical staff.
4. Ensure that ICU equipments is functional, clean, and ready for use, and promptly report any malfunction to the concerned authority.
5. Assist in preparing beds, equipments, and supplies for the admission of new patients and ensure readiness for emergency cases.
6. Assist the clinical team during emergencies and resuscitation procedures within the scope of training and assigned responsibilities.
7. Ensure proper handling, cleaning, disinfection, and storage of ICU equipments and accessories in accordance with infection prevention and control protocols.
8. Follow biomedical waste management guidelines and ensure appropriate segregation and disposal of waste generated during assigned duties.
9. Check the availability of essential ICU consumables, accessories, and equipments, and report shortages to the concerned nursing or administrative staff.



10. Maintain accurate records and logs relating to equipments usage, maintenance, cleaning, and other assigned ICU activities.
11. Follow patient safety protocols, standard operating procedures, and instructions issued by the hospital administration and supervising clinical personnel.
12. Maintain patient confidentiality and handle patient-related information responsibly.
13. Coordinate with doctors, nurses, biomedical engineers, and other hospital personnel for the proper functioning of ICU equipments and services.
14. Report equipment failures, safety hazards, and any incidents affecting patient care promptly to the designated supervisor.
15. Perform any other duties related to ICU operations as assigned by the competent authority.

C. Essential Qualifications & Experience

1. B.Sc. in Critical Care Technology or Intensive Care Technology (a 3-year degree plus a 1-year mandatory clinical internship).
2. Diploma or certificate in ICU Technology, Critical Care Technology, Anaesthesia Technology, or an equivalent relevant qualification from a recognized institution.
3. Relevant training in the operation and handling of ICU equipments.
4. Relevant experience in an ICU, critical care unit, or hospital setting will be preferred.

D. Skills and Competencies

1. Knowledge of ICU equipments and basic critical care procedures.
2. Ability to identify and report equipment malfunctions promptly.
3. Understanding of infection prevention, biomedical waste management, and patient safety practices.
4. Good communication, teamwork, and coordination skills.
5. Ability to work in shifts, including night shifts, weekends, and holidays, as required by the hospital.
6. Ability to remain attentive and respond promptly in emergency situations.

E. Reporting and Supervision

The ICU Technician will work under the supervision of the designated medical officer, ICU in-charge, nursing in-charge, or other authorized hospital personnel, as applicable.



F. General Conditions

1. The selected candidate will perform duties at the location assigned by MMDSL.
2. The candidate must comply with the applicable hospital protocols, infection control measures, patient safety standards, and instructions issued by the competent authority.
3. The candidate must perform duties within the scope of their qualifications, training, and authorization.
4. The candidate must maintain professional conduct, discipline, confidentiality, and punctuality throughout the period of engagement.

Shri Ramkumar S
Managing Director