



No. MMDSL/HR-1/HIRING/2024-25(30)

Dated: 15/04/2025

## WALK-IN INTERVIEW

Applications 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	MRI Technician	4	As per MMDSL norms	<b>Qualification :</b> Bachelor's degree in Radiologic Technology, Medical Imaging, or a related field from a recognized institution <b>Experience &amp; Competencies:</b> Previous experience as an MRI technician, preferably in a hospital or clinical setting. Advanced knowledge of imaging protocols and techniques	West Garo Hills
2	Warehouse Assistant	1	As per MMDSL norms	<b>Qualification :</b> Class 12 pass or equivalent <b>Experience &amp; Competencies:</b> Basic knowledge of warehouse operations Ability to work in a fast-paced environment Basic computer knowledge	South West Garo Hills

Qualified and interested candidates may attend the interview along with the following documents.

1. Hardcopy of your Resume
2. Photocopy and original of your Educational Marksheets & Certificates
3. Photocopy and original of your Work Experience Certificate
4. Photocopy and original of your Valid Photo ID

### Terms & Conditions:

1. The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less
2. All applications will be subjected to a screening process constituted for the purpose
3. Registration time is from 9:30am to 11am on interview date. No application will be entertained after 11am
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
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. For more details, please visit <https://mmdsl.in/recruitment>

### WALK-IN INTERVIEW SCHEDULE

Date	Post	Venue	Registration Time
22nd April 2025	MRI Technician	Tura Civil Hospital, Tura 794101, Meghalaya	9:30AM to 11AM
24th April 2025	Warehouse Assistant	Meghalayan Medical Drugs & Services Ltd Pasteur Hills, Lawmali Road, Shillong 793001, Meghalaya	9:30AM to 11AM

**Shri Ramkumar S**  
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 15/04/2025 09:51 AM  
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No. MMDSL/HR-1/HIRING/2024-25(32)

Dated: 15/04/2025

## TERMS OF REFERENCE FOR MRI TECHNICIAN UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

**Title:** Magnetic Resonance Imaging Technician

**Duty Station:** West Garo Hills, Meghalaya

**Salary:** as per MMDSL norms

**Duration:** 2 years

### Scope of Work:

#### A. Patient Imaging

1. Verifying patients' identity and reviewing physicians' orders before beginning MRI procedures.
2. Accurately operate MRI equipment to produce high-quality images for diagnostic purposes.
3. Prepare patients for MRI procedures, explaining the process and ensuring their safety and comfort.
4. Position patients correctly for imaging, using immobilization devices as needed.
5. Screening patients for MRI contraindications, such as pacemakers or metal implants.

#### B. Image Quality and Acquisition

1. Acquire images using optimal technical parameters, adjusting for patient size, pathology, and other factors.
2. Monitor image quality in real-time, making adjustments as needed to ensure diagnostic images.
3. Use advanced imaging techniques, such as functional MRI or diffusion tensor imaging, as required.

#### C. Patient Safety and Care

1. Ensure patient safety during MRI procedures, screening for contraindications and monitoring for adverse reactions.
2. Provide clear instructions and support to patients during imaging procedures.
3. Respond to patient concerns or emergencies during imaging procedures.

#### D. Quality Control and Assurance

1. Perform regular quality control checks on MRI equipment to ensure optimal



performance.

2. Participate in quality assurance programs to maintain high standards of image quality and patient care.
3. Collaborate with radiologists and other healthcare professionals to ensure accurate image interpretation.

## **E. Education and Professional Development**

1. Stay up-to-date with advances in MRI technology and imaging techniques.
2. Participate in continuing education programs to enhance skills and knowledge.
3. Share knowledge and expertise with colleagues to promote best practices in MRI imaging.

## **F. Record Keeping and Communication**

1. Maintain accurate records of imaging procedures, including patient information and image data.
2. Communicate effectively with radiologists, clinicians, and other healthcare professionals to ensure timely and accurate image interpretation.
3. Provide clear and concise reports of imaging findings to patients and healthcare providers.

## **G. On-Call Duties**

1. Being available to perform on-call duties as and when required.
2. Responding promptly to emergency situations, such as equipment malfunctions or patient emergencies.

## **Qualification**


1. Bachelor's degree in Radiologic Technology, Medical Imaging, or a related field from a recognized institution.

## **Experience & Competencies**

1. Experience in MRI technology: Previous experience as an MRI technician, preferably in a hospital or clinical setting.
2. Knowledge of MRI equipment and operations: Familiarity with MRI equipment,

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- including maintenance and quality control procedures.
3. Advanced knowledge of imaging protocols and techniques: Understanding of MRI imaging protocols, including advanced techniques such as functional MRI and diffusion tensor imaging.
  4. Good physical and mental health: Ability to work in a fast-paced environment, lifting and moving patients as needed.
  5. Excellent analytical and problem-solving skills: Ability to troubleshoot technical issues and optimize image quality.
  6. Effective written and verbal communication skills: Ability to communicate with patients, radiologists, and other healthcare professionals.
  7. Ability to work under pressure: Ability to manage multiple tasks and prioritize responsibilities in a busy clinical environment.
  8. Team player: Willingness to collaborate with other healthcare professionals to ensure efficient and effective patient care.
  9. Familiarity with PACS and RIS systems: Knowledge of picture archiving and communication systems (PACS) and radiology information systems (RIS).
  10. Commitment to ongoing education and professional development: Willingness to stay current with advances in MRI technology and imaging techniques.



**Shri Ramkumar S**  
Managing Director



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

**Title:** Warehouse Assistant

**Duty Station:** South West Garo Hills

**Salary:** as per MMDSL norms

**Duration:** 2 years

### **Scope of Work:**

The Warehouse Assistant will support the warehouse team in receiving, storing, and dispatching goods. Key responsibilities include:

1. Receive and inspect incoming goods, ensuring accuracy and condition.
2. Store and organize inventory, maintaining a clean and efficient warehouse environment.
3. Pick and pack orders for dispatch, ensuring timely and accurate delivery.
4. Maintain warehouse cleanliness, organization, and safety standards.
5. Assist with inventory management, stocktaking, and cycle counts.
6. Provide administrative support, including filing, photocopying, and data entry.
7. Perform errands and tasks as assigned by supervisors.
8. Physically lift and move goods safely and efficiently.
9. Follow safety protocols and procedures, ensuring a safe working environment.
10. Provide general support to staff members as needed.
11. Ensure accurate receipt, storage, and dispatch of goods.
12. Perform any other duties assigned by the reporting officer.

### **Qualification and Experience**

Class 12 pass or equivalent





## **Experience & Competencies:**

1. Basic knowledge of warehouse operations
2. Physical ability to lift and move goods
3. Basic computer knowledge
4. Good communication and interpersonal skills
5. Ability to work in a fast-paced environment
6. Experience in a similar field.

**Shri Ramkumar S**  
Managing Director

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