



No. MMDSL/HR-1/HIRING/ 2022-23(189)

Dated: 27/06/2024

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	Lab Technician	26	As per MMDSL norms	Qualification : Diploma in Medical Laboratory Technology (DMLT), or Bachelor of Science (B.Sc) in Medical Laboratory Technology, or Degree in Clinical Laboratory Science, or Certificate Programs in Lab Technology. Experience & Competencies: 1. At least 2 years of experience. 2. Proven working experience as a Lab Technician Computer literacy and experience with Laboratory Information Systems	Anywhere in State
2	Full Stack Developer	1	As per MMDSL norms	Qualification : Bachelor or Master of Computer Applications / Computer Science / Engineering / Technology / Computer Science and Engineering Skills Required: 1. Familiarity with frameworks such as Laravel, Bootstrap, Angular JS, RESTful API. 2. Proficiency with Front-end Languages such as HTML, CSS, JavaScript, jQuery. 3. Familiarity with Database Technology such as MySQL, Oracle, PostgreSQL, MongoDB. 4. Proficiency with Server-side languages such as Java, PHP, SQL, XML. Experience: 2 or more years of relevant Work Experience.	Shillong

Approved By Shri Ramkumar S (Managing Director) on 27/06/2024 02:05 PM
(The document is digitally approved and does not require any Seal or Signature in original)



Approved By Shri Ramkumar S (Managing Director) on 27/06/2024 02:05 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
3	Equipment Engineer	1	As per MMDSL norms	<p>Qualification : Bachelor or Master in Engineering (Biomedical Engineering/Electronics, etc.) or related field</p> <p>Skills Required: 1. Exceptional knowledge of the structure and uses of biomedical equipment. 2. Experience in Quality Controls and Testing 3. Thorough knowledge of safety procedures, legal regulations and guidelines. 4. Excellent critical thinking and problem-solving ability. 5. Experience in sales & service 6. Proficient in Microsoft Office (Word, Excel, Power Point)</p> <p>Experience: A minimum of 3 years of experience in medical equipment system position</p>	Shillong
4	Equipment Technician	2	As per MMDSL norms	<p>Qualification : Bachelor of Technology in Biomedical Engineering (BME) or similar field/ Diploma in Electronics/Electrical/Medical Electronics or similar field</p> <p>Skills Required: 1. Exceptional knowledge of the structure and uses of biomedical equipment. 2. Solid technical skills and the ability to repair machinery with meticulous attention to detail. 3. Demonstrable ability to use electrical, electronics hand tools, electrical drawings and blue prints. 4. Thorough knowledge of safety procedures, legal regulations and guidelines. 5. Excellent critical thinking and problem-solving ability.</p> <p>Experience: A minimum of 2 years of experience as a biomedical technician</p>	West Khasi Hills (1 post); Garo Hills Districts (1 post)



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



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

+91-9863033404 / 9863048955
meghmdsl@gmail.com

S No	Name of Post	No. of Posts	Remuneration	Essential Qualification & Experience	Place of Posting
5	Data Entry Operator	1	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	Garo Hills Districts

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before **4pm of the 10th of July 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(170)

Dated: 20/06/2024

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

Title: Laboratory Technician
Duty Station: Various Locations

Locations

1. Nengmandalgre, East Garo Hills
2. Pamrapaithlu, East Jaintia Hills
3. Ichamati, East Khasi Hills
4. Laitlyngkot, East Khasi Hills
5. Mawryngkneng, East Khasi Hills
6. Pasteur Institute IPHL, East Khasi Hills
7. Nongkhlaw, Eastern West Khasi Hills
8. Nongum, Eastern West Khasi Hills
9. Bajengdoba, North Garo Hills
10. Ranikor, South West Khasi Hills
11. Mawkyrwat, South West Khasi Hills
12. Selsela, West Garo Hills
13. Purakhasia, West Garo Hills
14. Jarain, West Jaintia Hills
15. Nangbah, West Jaintia Hills
16. Riangdo, West Khasi Hills
17. Maweit, West Khasi Hills

Duration: 2 years (renewable)

Salary: as per MMDSL norms

Job Summary:

The Laboratory Technician is responsible for conducting routine and specialized laboratory tests, preparing and maintaining equipment, ensuring the accuracy and reliability of results, and adhering to all safety and regulatory standards.

Responsibilities:

Sample Collection and Preparation:

- a. Collect, label, and log samples (e.g., blood, tissue, environmental samples) according to established State protocols.
- b. Prepare samples for analysis, including centrifugation, pipetting, and other

preparation techniques.

Laboratory Testing:

- Perform routine tests such as blood counts, urinalysis, chemical analysis, microbiological cultures, and molecular biology assays.
- Operate and maintain laboratory equipment, including spectrophotometers, microscopes, and autoclaves.

Quality Control and Assurance:

- Implement and monitor quality control procedures to ensure the accuracy and reliability of test results.
- Participate in proficiency testing and other quality assurance programs.
- Calibrate and maintain laboratory instruments and equipment.

Data Management and Reporting:

- Record, analyze, and interpret test results.
- Prepare and issue laboratory reports.
- Maintain accurate and up-to-date records of all laboratory activities and results.

Laboratory Maintenance:

- Maintain a clean, organized, and safe laboratory environment.
- Dispose of hazardous and non-hazardous waste according to State BMWM Rules and regulations
- Monitor inventory levels and order supplies as needed.

Safety and Compliance:

- Adhere to all laboratory safety protocols and guidelines, including the use of personal protective equipment (PPE).
- Ensure compliance with local, state, and central regulations related to laboratory operations.
- Participate in safety training and drills.

Technical Support and Collaboration:

- Provide technical support to researchers, clinicians, and other laboratory personnel.
- Collaborate with team members on research projects and laboratory tasks.



- c. Participate in laboratory meetings and contribute to continuous improvement initiatives.

Any other duties assigned by Director/Head of the Laboratory from time to time.

Qualification:

Diploma in Medical Laboratory Technology (DMLT), or
Bachelor of Science (B.Sc) in Medical Laboratory Technology, or
Degree in Clinical Laboratory Science, or
Certificate Programs in Lab Technology.

Experience:

Previous laboratory experience in a certified or a Govt Lab for 2 or more years.

Skills and Competencies:

- Strong attention to detail and accuracy.
- Proficiency with laboratory equipment and techniques.
- Excellent organizational and time management skills.
- Good communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Knowledge of laboratory safety and quality control procedures.

Work Environment:

- The laboratory technician will work primarily in a laboratory setting, which may include exposure to hazardous materials, chemicals, and biohazards.
- The role may require standing for long periods, using laboratory instruments and computers, and wearing protective gear.

Performance Metrics:

- Accuracy and reliability of test results.
- Adherence to safety and regulatory standards.
- Efficiency in sample processing and test completion.
- Quality and timeliness of laboratory reports.
- Maintenance of a clean and organized laboratory environment.
- Effective collaboration and communication with colleagues.

Reporting Structure:

The laboratory technician will report to the Medical Officer or Supervisor.



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

Work Schedule:

This position may require a standard 40-hour workweek, with potential for shift work, weekends, and holidays depending on the laboratory's operational needs.

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 20/06/2024 06:41 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(171)

Dated: 20/06/2024

TERMS OF REFERENCE FOR FULL STACK DEVELOPER UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Full Stack Developer

Duty Station: O/o Meghalayan Medical Drugs & Services Ltd, Shillong, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years (Renewable)

Scope of Work:

1. Developing front end website architecture.
2. Designing user interactions on web pages.
3. Developing back-end website applications.
4. Creating servers and databases for functionality.
5. Ensuring cross-platform optimization for mobile phones.
6. Ensuring responsiveness of applications.
7. Working alongside graphic designers for web design features.
8. Seeing through a project from conception to finished product.
9. Maintenance of the product.
10. Designing and developing APIs.
11. Meeting both technical and consumer needs.
12. Good problem-solving skills.
13. Attention to detail.
14. To perform on-call duties as required.

Qualification:

Bachelor of Computer Applications (BCA) / Bachelor of Science (BSc) Computer Science / Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech) Computer Science and Engineering / Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech) IT

Or

Master of Computer Applications (MCA) / Master of Science (MSc) Computer Science / Master of Engineering (M.E.) / Masters of Technology (M. Tech) Computer Science and Engineering / Master of Engineering (M.E.) / Masters of Technology (M. Tech) IT

Experience & Competencies:

1. At least 2 years of experience.



2. Familiarity with frameworks such as Laravel, Bootstrap, Angular JS, RESTful API.
3. Proficiency with Front-end Languages such as HTML, CSS, JavaScript, jQuery.
4. Familiarity with Database Technology such as MySQL, Oracle, PostgreSQL, MongoDB.
5. Proficiency with Server-side languages such as Java, PHP, SQL, XML.
6. Good verbal & written communication skills.
7. Ability to complete multiple tasks under pressure and should be a team player

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 20/06/2024 06:41 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(172)

Dated: 20/06/2024

TERMS OF REFERENCE FOR EQUIPMENT ENGINEER UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Equipment Engineer

Duty Station: As per assigned by O/o Meghalayan Medical Drugs & Services Ltd, Shillong, Meghalaya

Salary: as per MMDSL norms

Duration : 2 years (renewable)

Scope of Work:

1. Assist in finalization of technical specifications of equipment/items/assets in consultation with concerned specialists and the State and MMDSL Drug Committee and the medical facilities.
2. Assist the equipment procurement manager in tendering processes for various equipment as per approved technical specifications.
3. Technical assistance and expertise to the corporation on various medical equipment/items/assets as per state, national and international medical standards.
4. Assistance in quality checks and physical verification of each and every equipment in consultation with the Quality Control section and Drugs Inspection under the State's and MMDSL Drug Committee.
5. Documentation and preparing of Standard Operating Manuals and Instructions for proper usage and maintenance of equipment/items/assets.
6. Conducting and ensuring due diligence on the equipment/items/assets proposed by the vendors or supplier by way of scrutinizing various proposals/bids from suppliers, manufacturers and vendors from a technical perspective.
7. Ensuring equipment/items/assets adhere to different national and international quality standards and certifications.
8. Ensure proper installation, operation and maintenance of equipment and associated services.
9. Providing technical support for ongoing product use and maintenance, including troubleshooting problems identified by users.
10. Setting up and implementation of planned preventive maintenance schemes.
11. Ensure the training and supervision of subordinate staff with respect to the equipment/items/assets.
12. Recommending changes to existing products based on new technology or emerging research findings.
13. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors.

Qualification:

Bachelor or Master in Engineering (Biomedical Engineering/Electronics, etc.) or related field.



Experience & Competencies:

1. A minimum of 3 years of experience in medical equipment system position
2. Experience in Quality Controls and Testing
3. Exceptional knowledge of the structure and uses of biomedical equipment.
4. Experience in sales & service.
5. Thorough knowledge of safety procedures, legal regulations and guidelines.
6. Excellent critical thinking and problem-solving ability.
7. Good verbal & written communication skills.
8. Proficient in Microsoft Office (Word, Excel, Power Point)
9. Ability to complete multiple tasks under pressure and should be a team player

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 20/06/2024 06:41 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(173)

Dated: 20/06/2024

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

Title: Equipment Technician

Duty Station: As per assigned by O/o Meghalayan Medical Drugs & Services Ltd, Shillong, Meghalaya

Salary: as per MMDSL norms

Duration : 2 years (renewable)

Scope of Work:

1. Installing, maintaining and repairing medical equipment.
2. Cleaning and adjusting medical equipment.
3. Testing and calibrating equipment parts to determine what needs repair or replacement.
4. Approving new equipment by guaranteeing it meets regulations.
5. Demonstrating biomedical equipment and teaching others how to use it.
6. Preparing reports by analyzing and collecting data and trends.
7. Keeping records of all maintenance and repairs.
8. Providing technical information on how to operate medical equipment.
9. Evaluating service contracts.
10. Replacing medical equipment when necessary.
11. Using computers, software and electronic tools to repair medical equipment.
12. Updating skills through medical journals, education and professional networks.
13. Keeping a healthy and safe work environment through safety tests, code compliance and training others.
14. Keeping patient information confidential.
15. Maintenance of the equipments.
16. Meeting both technical and consumer needs.
17. Good problem-solving skills.
18. Attention to detail.
19. To perform on-call duties as required.

Qualification:

Bachelor of Technology in Biomedical Engineering (BME) or similar field / Diploma in Electronics / Electrical / Medical Electronics or similar field

Experience & Competencies:

1. A minimum of 2 years of experience as a biomedical technician.
2. Exceptional knowledge of the structure and uses of biomedical equipment.
3. Solid technical skills and the ability to repair machinery with meticulous attention to detail.



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

4. Demonstrable ability to use electrical, electronics hand tools, electrical drawings and blue prints.
5. Thorough knowledge of safety procedures, legal regulations and guidelines.
6. Excellent critical thinking and problem-solving ability.
7. Good verbal & written communication skills.
8. Ability to complete multiple tasks under pressure and should be a team player

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S(Managing Director) on 20/06/2024 06:41 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(174)

Dated: 20/06/2024

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

Title: Date Entry Operator
Duty Station: Garo 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

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 20/06/2024 06:41 AM
(The document is digitally approved and does not require any Seal or Signature in original)