

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR OF HEALTH SERVICES (M.I)
MEGHALAYA SHILLONG

No. HSM/ESTT/MHSSP/JDQC/44/23/ 2652

Dated Shillong the, 15th April 2025

ADVERTISEMENT

Applications from Indian citizens are urgently invited for appointment on a contractual basis for an **initial period of 4 months (with possible extension based on performance)** to fill the following post under the Joint Directorate Quality Committee, Directorate of Health Services (MI), Meghalaya: -

#	Name of Post	No of Posts	Remuneration	Essential Qualification and Experience	Place Of Posting
1	Compliance Officer	1	INR 35,000 Per month	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> MBA or Postgraduate Diploma in Business Administration, MBA (Healthcare), Master of Health Administration, Public Health, or a similar degree/diploma. A medical degree will be an added advantage. <p><u>Experience: 3- 5 Years</u></p> <ul style="list-style-type: none"> Experience in healthcare compliance, legal affairs, or regulatory roles, including administration of large public sector programs (preferably health-related), managing health insurance or TPA preferred. Proven experience in implementing compliance programs and ensuring adherence to healthcare laws and standards (e.g., NQAS, NABH) Skilled in audits, risk assessments, and staff training Strong understanding of healthcare regulations, privacy laws, and ethical practices Experience in coordinating with legal, clinical, and administrative teams for compliance Proficient in MS Office and data analysis tools Excellent interpersonal and communication skills, both verbal and written. <p><u>Key Skills:</u></p> <ul style="list-style-type: none"> Risk Management & Regulatory Analysis Policy Development & Implementation Documentation & Report Writing Staff Training & Communication Investigation & Corrective Action Planning Data Privacy & Security Compliance 	Shillong

2	Quality & Data Manager	1	INR 30,000 Per month	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor's/Master's Degree in IT, Healthcare Informatics, Data Analytics, Computer Science, Statistics, or Mathematics <p>Experience: 1 - 3 years</p> <ul style="list-style-type: none"> • Proficient in collecting, analysing, and interpreting data • Skilled in developing real-time dashboards for monitoring key performance indicators and quality metrics • Any experience in healthcare data management and quality analysis as an added advantage <p>Key Skills:</p> <ul style="list-style-type: none"> • Data Collection & Analysis • Real-Time Dashboard Development (e.g., Power BI, Tableau) • Statistical Analysis (e.g. R, Python, Excel) • Data Visualization & Reporting • EHR/EMR Data Management • KPI Monitoring & Performance Tracking • Problem Solving & Decision Making • Attention to Detail & Data Accuracy 	Shillong
3	Risk & Safety Manager	1	INR 30,000 Per month	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor's / Master 's Degree in Healthcare Management, Hospital Administration, or Management/Public Health <p>Experience: 2-5 Years</p> <ul style="list-style-type: none"> • Experience in healthcare risk and safety management • Knowledge of risk assessment methodologies and incident reporting systems • Familiarity with Quality Assurance (QA) and Quality Control (QC) practices in healthcare settings <p>Key Skills:</p> <ul style="list-style-type: none"> • Risk Identification & Mitigation • Safety Audits & Compliance • QA/QC Implementation • Incident Investigation & Reporting • Regulatory Standards (e.g., NQAS,) • Staff Training on Safety Protocols • Policy Development & Review • Emergency Preparedness & Response 	Shillong

Application Notice

1. Qualified and interested candidates can submit their applications electronically through the Google Form: <https://forms.gle/JEhxFrLp4Xw8pc338> on or before 5 PM, 2nd May 2025, along with soft copies of your bio-data, certificates, and job experience.
2. The applications will be screened and shortlisted candidates will be intimated in due course. Any future updates will be communicated through the registered email ID or other appropriate channels.

Terms and Conditions:

1. All biodata and testimonials (including CV/Resume) must be scanned and forwarded as a single PDF file (less than 1 MB).
2. The competent authority may relax the minimum years of experience if the number of eligible candidates is low.
3. Preference will be given to candidates who are domiciles of Meghalaya.
4. The office of the undersigned reserves the right to cancel, extend, or re-advertise the post at its discretion.
5. All applicants are required to submit their application via the Google Form: <https://forms.gle/JEhxFrLp4Xw8pc338>


(Dr. P. N. Chyne)

**Addl. Director Health Services (ME&R), cum
Chairman Joint Director Quality Committee
Meghalaya, Shillong**

Memo No. HSM/ESTT/MHSSP/JDQC/44/23/2653

Dated Shillong the, 15th April 2025

Copy forwarded to:

1. NIC Meghalaya State Centre, NIC Building, Secretariat Hill Shillong – 793001 for publishing in <https://meghealth.gov.in/>


(Dr. P. N. Chyne)

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