



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

Dated: 19/08/2026

## ADVERTISEMENT

Application from citizens of Meghalaya are urgently required for appointment on a contractual basis for a period of 1 year (renewable) for the following post under Meghalayan Medical Drugs & Services Ltd, Meghalaya

| S No | Name of Post            | No.of Posts | Renumeration       | Essential Qualification & Experience                                                                                                                                                                                                                                                                                                                                                                      | Place of Posting |
|------|-------------------------|-------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1    | Ayurvedic Pharmacist    | 1           | As per MMDSL norms | <b>Qualification :</b><br>Bachelor's Degree in Pharmacy (Ayurveda)/ B.Pharm (Ayur) OR Diploma in Pharmacy (Ayurveda)/ D.Pharm (Ayur) from a recognized institution.<br><b>Experience:</b><br>Minimum 2 years of post-qualification experience in an Ayurvedic pharmacy, hospital, healthcare institution, drug store, or pharmaceutical supply-chain setting                                              | Shillong         |
| 2    | Homoeopathic Pharmacist | 1           | As per MMDSL norms | <b>Qualification :</b><br>Bachelor's Degree in Homoeopathic Pharmacy/B.Pharm (Homoeopathy) OR Diploma in Homoeopathic Pharmacy/D.Pharm (Homoeopathy) from a recognized institution.<br><b>Experience:</b><br>Minimum 2 years of post-qualification experience in a Homoeopathic pharmacy, pharmaceutical warehouse, hospital, healthcare institution, drug store, or pharmaceutical supply-chain setting. | Shillong         |



Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 31st of August 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(28)

Dated: 19/08/2026

## TERMS OF REFERENCE FOR AYURVEDIC PHARMACIST UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

**Title:** Ayurvedic Pharmacist  
**Duty Station:** Shillong, Meghalaya  
**Salary:** As per MMDSL norms  
**Duration:** 1 year (Renewable)

### Scope of Work:

The Ayurvedic Pharmacist will be responsible for managing and supporting warehouse operations related to Ayurvedic medicines, including dispensing, storage, inventory management, documentation, and distribution. The position will ensure the availability and safe handling of medicines and that warehouse activities are carried out in accordance with applicable Ayurvedic pharmaceutical safety standards and procedures.

### 1. Dispensing:

- Dispense Ayurvedic medicines accurately as per valid prescriptions and instructions of authorised Medical Officers/Physicians.
- Ensure proper handling, labelling, packaging, and dispensing of medicines.
- Coordinate with Medical Officers and other healthcare personnel to ensure smooth warehouse operations.

### 2. Inventory & Stock Management:

- Receive, verify, store, and maintain Ayurvedic medicines, pharmaceutical products, consumables, and related supplies.
- Ensure proper storage, segregation, stock rotation, and FEFO (First Expiry, First Out) practices.
- Monitor stock levels, consumption, and expiry dates and prepare timely indents/requisitions to prevent stock-outs or overstocking.
- Conduct periodic physical verification and reconciliation of stocks with stock records/inventory systems.
- Identify and report expired, damaged, recalled, or suspected substandard medicines and ensure their proper segregation and disposal as per applicable procedures.

### 3. Documentation & Compliance:

- Maintain accurate registers, inventory records, stock records, reports, and other



required documentation.

- Maintain records of medicines received, dispensed, transferred, returned, damaged, expired, and disposed of.
- Ensure warehouse operations comply with applicable Ayurvedic, drug safety, quality, and regulatory requirements.
- Ensure compliance with policies, SOPs, and procedures of Meghalayan Medical Drugs & Services Ltd.

#### 4. Coordination & Reporting:

- Coordinate with Medical Officers, healthcare personnel, store staff, suppliers, and other stakeholders for efficient warehouse and medicine supply operations.
- Prepare and submit required reports relating to warehouse operations, stock, consumption, and inventory.
- Support audits, inspections, quality assurance activities, training, and field assignments as required.
- Maintain effective communication and coordination with the Reporting Manager and concerned official.

#### Qualification:

- Bachelor's Degree in Pharmacy (Ayurveda)/ B.Pharm (Ayur) OR Diploma in Pharmacy (Ayurveda)/ D.Pharm (Ayur) from a recognized institution.

Valid registration with the concerned competent authority/State Pharmacy Council, wherever applicable.

#### Experience & Competencies:

- Minimum 2 years of post-qualification experience in an Ayurvedic pharmacy, hospital, healthcare institution, drug store, or pharmaceutical supply-chain setting.
- Knowledge of AYUSH medicines, dispensing procedures, storage requirements, and pharmaceutical inventory management.
- Experience in maintaining pharmacy records, stock registers, and inventory reconciliation.
- Familiarity with AYUSH medicine quality, storage, expiry management, and applicable regulatory requirements.
- Good documentation, stock management, computer, communication, and coordination skills.
- Ability to work effectively under pressure and in a multidisciplinary healthcare environment.
- Strong attention to detail, professional integrity, accountability, and commitment to patient safety.
- Ability to coordinate with healthcare facilities, suppliers, and other stakeholders as



# MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Meghalayan Medical Drugs & Services Ltd  
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+91-9863033404 / 9863048955  
contactdesk@mmdsl.in

required.

- i. Travel may be required for field assignments, inspections, and other related activities.
- j. Perform additional duties as assigned by the reporting manager or Managing Director.

**Shri Ramkumar S**  
Managing Director

Approved By Shri Ramkumar S (Managing Director) on August 19, 2026 07:42 AM IST  
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/2026-27(29)

Dated: 19/08/2026

## TERMS OF REFERENCE FOR HOMOEOPATHIC PHARMACIST UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

**Title:** Homoeopathic Pharmacist  
**Duty Station:** Shillong, Meghalaya  
**Salary:** As per MMDSL norms  
**Duration:** 1 year (Renewable)

### Scope of Work:

The Homoeopathic Pharmacist will be responsible for managing and supporting the receipt, storage, inventory management, documentation, and distribution of Homoeopathic medicines at the Warehouse of Meghalayan Medical Drugs & Services Ltd (MMDSL). The position will ensure proper handling, storage, stock rotation, quality, and timely distribution of Homoeopathic medicines to healthcare facilities in accordance with applicable standards, procedures, and MMDSL policies.

### 1. Warehouse & Inventory Management:

- Receive, verify, and record Homoeopathic medicines and related pharmaceutical supplies received at the warehouse, ensuring accuracy of quantity, batch details, expiry dates, and condition of products.
- Ensure proper storage, segregation, labelling, and systematic arrangement of Homoeopathic medicines within the warehouse.
- Maintain appropriate stock rotation and FEFO (First Expiry, First Out) practices to minimise expiry and wastage.
- Monitor stock levels, consumption, expiry dates, and storage conditions and support timely replenishment and distribution planning.
- Conduct periodic physical verification and reconciliation of warehouse stocks with stock records/inventory systems.
- Identify and report expired, damaged, recalled, or suspected substandard medicines and ensure their proper segregation and disposal as per applicable procedures.

### 2. Distribution & Supply Management:

- Coordinate the packing, preparation, and dispatch of Homoeopathic medicines to designated healthcare facilities.
- Verify quantities, batch numbers, expiry dates, and other relevant details before dispatch.
- Maintain proper documentation for all issues, transfers, returns, and dispatches of medicines.
- Coordinate with healthcare facilities and concerned staff to ensure timely and



accurate distribution of medicines.

- e. Monitor returned, damaged, or undelivered medicines and ensure appropriate action and documentation.

### 3. Documentation & Compliance:

- a. Maintain accurate stock registers, inventory records, goods receipt records, issue/dispatch records, transfer records, and other required warehouse documentation.
- b. Maintain records of medicines received, issued, transferred, returned, damaged, expired, and disposed of.
- c. Ensure compliance with applicable Homoeopathic, drug safety, quality, storage, and regulatory requirements.
- d. Ensure compliance with MMDSL policies, SOPs, and warehouse procedures.
- e. Support audits, inspections, stock verification, and other quality assurance activities.

### 4. Coordination & Reporting:

- a. Coordinate with warehouse staff, procurement, logistics, healthcare facilities, suppliers, and other stakeholders for efficient management and distribution of Homoeopathic medicines.
- b. Prepare and submit reports relating to stock position, receipts, issues, distribution, expiry, and other warehouse activities.
- c. Report any stock discrepancies, damages, storage concerns, or other issues to the reporting manager in a timely manner.
- d. Support periodic stock-taking and other warehouse-related activities as required.
- e. Perform additional duties as assigned by the reporting manager or Managing Director.

### Qualification:

- Bachelor's Degree in Homoeopathic Pharmacy/B.Pharm (Homoeopathy) OR Diploma in Homoeopathic Pharmacy/D.Pharm (Homoeopathy) from a recognized institution.

Valid registration with the concerned competent authority/State Pharmacy Council, wherever applicable.

### Experience & Competencies:

- a. Minimum 2 years of post-qualification experience in a Homoeopathic pharmacy, pharmaceutical warehouse, hospital, healthcare institution, drug store, or pharmaceutical supply-chain setting.



- b. Knowledge of Homoeopathic medicines, pharmaceutical storage, inventory management, and distribution procedures.
- c. Experience in maintaining stock registers, inventory records, and conducting physical stock verification and reconciliation.
- d. Familiarity with medicine storage, expiry management, FEFO practices, and applicable quality and regulatory requirements.
- e. Good documentation, computer, inventory management, communication, and coordination skills.
- f. Strong attention to detail and ability to maintain accurate stock and warehouse records.
- g. Ability to work effectively with warehouse, logistics, procurement, and healthcare teams.
- h. Ability to work under pressure and manage multiple tasks within defined timelines.
- i. Travel may be required for field visits, stock verification, and other assignments as required.
- j. Perform additional duties as assigned by the reporting manager or Managing Director.

**Shri Ramkumar S**  
Managing Director