

No. MMDSL/HR-1/HIRING/ 2022-23(224)

Dated: 03/08/2024

ADVERTISEMENT

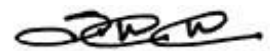
Application from citizens of Meghalaya are urgently required for appointment on a contractual basis for a period of 2 years (renewable) for the following post under Meghalayan Medical Drugs & Services Ltd, Meghalaya.

S No	Name of Post	No. of Posts	Renumeration	Essential Qualification & Experience	Place of Posting
1	Equipment Associate	1	As per MMDSL norms	Qualification : Bachelor's degree in Biomedical Engineering, Procurement, or related field Experience & Competencies: Minimum 1 years of experience in medical equipment procurement or management. Strong knowledge of medical equipment Advanced knowledge of MS Office (Word, Excel, Powerpoint).	Shillong

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 13th of August 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-formea>
7. For more details, please visit <https://mmdsl.in/recruitment>



Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/ 2022-23(223)

Dated: 03/08/2024

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

Title: Equipment Associate
Duty Station: Shillong, Meghalaya
Duration: 2 years (renewable)
Salary: as per MMDSL norms
Reporting Officer : Procurement Manager (Equipment)

Purpose:

Assist the Procurement Manager in the planning, procurement, and management of medical equipment, ensuring timely and effective delivery of quality equipment to support healthcare services.

Scope of Work:

1. Assist the Procurement Manager (Equipment) in monitoring stock levels and identifying purchasing needs.
2. Assist in tracking orders and ensuring timely delivery, installation, and maintenance.
3. Assist in ensuring supplier documentation is correctly filed/archived.
4. Assist in maintaining updated records of invoices and contracts.
5. Assist in following up with suppliers, as needed, to confirm or change order.
6. Conduct in-dept analysis of data to support informed decision-making and equipment procurement.
7. Prepare and maintain accurate records, reports, and databases related to medical equipment procured.
8. Assist in developing procurement plans and strategies for medical equipment.
9. Identify and prioritize equipment needs in collaboration with Equipment Engineer.
10. Undertake additional tasks assign by the Procurement Manager (Equipment).
11. Any other responsibility assigned by the Reporting Officer or Management

Qualification:

Bachelor's degree in Biomedical Engineering, Procurement, or related field.

Experience & Competencies:

1. Minimum 1 years of experience in medical equipment procurement or management.
2. Strong knowledge of medical equipment
3. Advanced knowledge of MS Office (Word, Excel, Powerpoint).
4. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required.
5. Excellent analytical and problem-solving skills.
6. Effective written and verbal communication skills.



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

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

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meghmdsl@gmail.com

7. Ability to complete multiple tasks under pressure and should be a team player.
8. 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 03/08/2024 10:58 AM
(The document is digitally approved and does not require any Seal or Signature in original)