



No. MMDSL/HR-1/HIRING/2024-25(17)

Dated: 13/03/2025

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	Pharmacist	4	As per MMDSL norms	Qualification : Master of Pharmacy from a recognized institution or related field Experience & Competencies: Experience in a similar field. Full understanding of the operations of a Pharmacy. Advanced knowledge of MS Office (Word, Excel, Powerpoint)	East Khasi Hills
2	Logistics Coordinator	2	As per MMDSL norms	Qualification : Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field. Experience & Competencies: Experience in a similar field. Familiarity with healthcare supply chain regulations, including GDP (Good Distribution Practices) and GMP (Good Manufacturing Practices).	East Khasi Hills

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 26th March 2025 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

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MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Meghalayan Medical Drugs & Services Ltd
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Next to MECL,
Shillong 793001

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meghmdsl@gmail.com,
contactdesk@mmdsl.in

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

Approved By Shri Ramkumar S(Managing Director) on 13/03/2025 10:43 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/2024-25(20)

Dated: 13/03/2025

TERMS OF REFERENCE FOR PHARMACIST UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Pharmacist

Duty Station: East Khasi Hills, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years

Scope of Work:

1. Accurately prepare and dispense medications according to prescriptions, ensuring correct dosages, forms and instructions.
2. Monitor and assess the patient's response to medications, addressing any adverse reaction or complications and collaborating with other healthcare.
3. Report adverse drug reactions (ADRs) to relevant authorities and advise on risk management strategies.
4. Collaborate with physicians, nurses, and other healthcare professionals in making decisions regarding drug therapies, recommending alternative medications when necessary.
5. Perform medication therapy management (MTM) to ensure optimal therapeutic outcomes for patients, especially those with chronic conditions.
6. Monitor the stock of medications, ensuring medications are available and properly stored. Order and manage pharmaceutical supplies and maintain records of controlled substances.
7. Ensure the pharmacy complies with local, state, and federal regulations, including record keeping, controlled substance monitoring, and safety protocols.
8. Stay up-to-date with the latest developments in pharmacology and new medication therapies. Educate pharmacy technicians and other healthcare providers on best practices and new drug information.
9. Carefully review prescriptions to ensure accuracy, appropriateness, and legality.
10. Ensure that medications are correctly labeled with proper instructions for use.
11. Provide clear guidance on how to take medications, including dosage, timing, and potential side effects to patients.
12. Maintain accurate records of incoming and outgoing stock, including recipes, returns and adjustments.
13. Ensure that all inventory movements are recorded in the pharmacy's inventory management system.
14. Update stock levels, expiry date and other relevant information regularly.
15. Educate patients on possible drug interactions and contraindications.
16. Offer advice on lifestyle changes, adherence to treatment regimens, and management of minor health issues to patients.
17. Assess potential interactions between prescribed medications and any over-the-counter products.
18. Monitor and manage potential side effects or adverse reactions.



19. To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
20. To stock the drugs, surgical or other materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
21. To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
22. To carry out periodical physical verification and assesses the stock position.
23. To ensure accurate accounting of the drugs, surgical received and issued.
24. To ensure a favorable working atmosphere is maintained amongst the personnel working in the work space.
25. To ensure that the workspace is always maintained up to date in all respects in a presentable condition.
26. To communicate proactively and regularly escalating issues or areas of concern in a timely manner to appropriate authorities.
27. To be available to perform on-call duties as and when required.
28. Any other responsibility assigned by the Reporting Officer or Management.

Qualification:

Master of Pharmacy from a recognized institution or related field

Experience & Competencies:

1. Experience in a similar field.
2. Full understanding of the operations of a Pharmacy. Prior experience in a pharmacy, preferably in a management position, would be advantageous.
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.
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



No. MMDSL/HR-1/HIRING/2024-25(19)

Dated: 13/03/2025

TERMS OF REFERENCE FOR LOGISTICS COORDINATOR UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

Title: Logistics Coordinator
Duty Station: East Khasi Hills, Meghalaya
Salary: as per MMDSL norms
Duration: 2 years

Scope of work:

The Logistics Coordinator will play a pivotal role in managing and optimizing the supply chain operations for Meghalayan Medical Drugs & Services Limited (MMDSL), specializing in the distribution of drugs, surgical equipment, consumables, and diagnostics. This position ensures the seamless and timely movement of medical supplies from suppliers to warehouses and healthcare facilities, while adhering to healthcare regulations and organizational policies.

1. Supply Chain & Logistics Management:

- Plan, oversee, and coordinate the movement of medical supplies and equipment to ensure timely delivery to warehouses, hospitals, and other healthcare facilities.
- Monitor inventory levels and implement replenishment strategies to prevent stock shortages or overstocking.
- Verify the accuracy of shipments, including quality, quantity, and condition of received goods.
- Collaborate closely with the reporting manager to align logistics operations with organizational goals.

2. Distribution:

- Organize and track inbound and outbound shipments, ensuring proper handling, documentation, and compliance with cold chain requirements for temperature-sensitive items.
- Work with third-party logistics providers to optimize transportation routes and improve efficiency.
- Identify and mitigate risks related to logistics, such as damage, loss, or delays.

3. Compliance & Documentation:

- Ensure all logistics operations comply with Standard Operating Procedures (SOPs) and healthcare regulations.
- Prepare and maintain accurate documentation, including shipping declarations and compliance records.
- Ensure proper labelling, handling, and storage of medical supplies to uphold quality and safety standards.



4. Warehouse & Inventory Management:

- Collaborate with warehouse teams to optimize space utilization and inventory control.
- Monitor and maintain inventory tracking systems to ensure accurate stock records.
- Conduct periodic audits to minimize discrepancies and maintain stock accuracy.

5. Technology & Process Improvement:

- Utilize logistics and inventory management software to monitor shipments and stock levels.
- Analyze data and generate reports to enhance supply chain efficiency and cost-effectiveness.
- Identify opportunities for process automation and continuous improvement in logistics operations.

Qualification:

Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.

Experience & Competencies:

1. 2-5 years of experience in logistics, supply chain management, or a similar role, preferably within the healthcare or medical supply industry.
2. Proficiency in logistics software, G Suite, Microsoft Office and data analysis.
3. Familiarity with healthcare supply chain regulations, including GDP (Good Distribution Practices) and GMP (Good Manufacturing Practices).
4. Strong problem-solving abilities to address supply chain disruptions effectively and in a time bound manner.
5. Excellent communication and negotiation skills to manage suppliers, vendors, clinicians, and internal teams.
6. High attention to detail to ensure accurate documentation and compliance.
7. Strong time management skills to handle multiple priorities and meet tight deadlines.
8. Preference will be given to candidates with prior experience in supply chain management.
9. This is primarily an office-based role with frequent visits to warehouses and healthcare facilities across the state.
10. May involve some amount of lifting and handling medical supplies.
11. Travel is required for logistics coordination and on-site support.
12. Perform additional duties as assigned by the reporting manager or Managing Director.



Shri Ramkumar S
Managing Director