



No. MMDSL/HR-1/HIRING/2025-26(24)

Dated: 09/02/2026

## 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	Procurement Associate	2	As per MMDSL norms	<p><b>Qualification :</b> Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.</p> <p><b>Experience &amp; Competencies:</b></p> <p>a) 1–3 years of experience in a procurement or purchasing role within a corporate environment</p> <p>b) Basic understanding of sourcing, vendor management, and commercial procurement practices</p>	Shillong

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 20th of February 2026 with softcopies of their biodata, 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 Ramakrishna Chitturi**  
Managing Director



No. MMDSL/HR-1/HIRING/2025-26(25)

Dated: 09/02/2026

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

**Title:** Procurement Associate

**Duty Station:** Shillong, Meghalaya

**Salary:** as per MMDSL norms

**Duration:** 2 years

### **Scope of Work:**

#### **Role Summary**

We are seeking a detail-oriented and proactive Procurement Associate to support our procurement and purchasing operations. The successful candidate will be responsible for sourcing goods and services, managing purchase orders, coordinating with suppliers, and supporting cost control initiatives to ensure efficient and timely supply to the business.

This role is ideal for a procurement professional looking to grow within a fast-paced environment.

#### **Key Responsibilities**

1. Process purchase requisitions and convert them into purchase orders in line with approved budgets
2. Source goods and services from approved vendors and conduct market price comparisons
3. Prepare and issue RFQs and evaluate supplier quotations based on price, quality, and delivery terms
4. Track purchase orders to ensure timely delivery and resolve supply issues

#### **Supplier & Contract Support**

1. Liaise with suppliers on lead times, specifications, and delivery schedules
2. Assist in pricing, payment terms, and service levels under supervision
3. Support contract administration, renewals, and compliance with agreed terms
4. Maintain accurate supplier records and documentation

#### **Cost Control & Reporting**

1. Support cost-saving initiatives through price benchmarking and vendor comparisons
2. Monitor procurement spend and flag variances or risks
3. Prepare procurement reports, spend summaries, and performance metrics



## Internal Coordination

1. Work closely with finance to ensure accurate invoicing, goods receipt, and payment processing
2. Coordinate with warehouse/logistics teams on deliveries and inventory levels
3. Support internal stakeholders to ensure procurement timelines meet operational needs

## Deliverables

1. Timely processing of purchase orders
2. Accurate supplier quotations and cost comparison sheets
3. Updated procurement and supplier databases
4. Monthly procurement and spend reports

## Qualifications & Experience

1. Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field
2. 1–3 years of experience in a procurement or purchasing role within a corporate environment
3. Basic understanding of sourcing, vendor management, and commercial procurement practices

## Skills & Competencies

1. Strong analytical and negotiation skills
2. Attention to detail and strong documentation ability
3. Excellent communication and stakeholder management skills
4. Ability to multitask and meet deadlines in a fast-paced environment
5. Proficiency in MS Office and procurement systems
6. Ability to work under pressure: Ability to manage multiple tasks and prioritize responsibilities in a busy environment

## Ethics & Confidentiality

The Procurement Associate is expected to maintain strict confidentiality of supplier, pricing, and contract information and comply with the company's ethical standards.



**Shri Ramakrishna Chitturi**  
Managing Director