

**Meghalayan Medical Drugs & Services Limited**  
**Health & Family Welfare Department**  
**Government of Meghalaya**

No. MMDSL/HR-1/Hiring/2022-23/1

Dated: Shillong, the 12<sup>th</sup> December 2022

**ADVERTISEMENT**

Applications from citizens of Meghalaya are urgently required for appointment on a contractual basis for the following posts under **Meghalayan Medical Drugs & Services Limited, Meghalaya**.

#	Name of Post	No of Posts	Remuneration	Essential Qualification and Experience	Place Of Posting
1	State Manager (M&E, Coordination & Admin)	1	As Per MMDSL Norms	<p><b>Qualification:</b> Post-Graduate in Management/ Business Administration/ Health Management from an AICTE/UGC-approved recognized university.</p> <p><b>Experience:</b> At least 3 years of experience in monitoring and evaluation, quantitative and qualitative analysis including 02 years of relevant experience in any externally funded project/ public sector projects at the leadership position. Preference will be given to candidates coming from a consulting/MNC background with experience in people management, asset and inventory management in a leadership role Good knowledge on Ms tools/data analysis tools</p>	Shillong
2	Systems & Data Consultant	1	As Per MMDSL Norms	<p><b>Qualification:</b> BE/BTech (IT/Comp Sc./Data Science/AI or related fields)/ Masters in Computer Applications/MSC CS/IT with 4 years of experience OR M.E/M.Tech (IT/Comp Sc./Data Science or related fields) with 2 years of experience</p> <p><b>Experience:</b> A range of experience in hardware, operating systems, software and application development, and IT project management. Working knowledge of managing and supporting intranet, extranet, and document management Deployments. Systems and applications rollout, implementation and management. Experience in developing and management of web portals/intranet/extranet sites. Understanding and experience in working in hosted environments</p>	Shillong
3	Logistics Consultant	1	As Per MMDSL Norms	<p><b>Qualification:</b> Bachelor's degree in business/supply chain management/engineering with an MBA in Operations/Logistics/Supply Chain Management or relevant field minimum 4 years of experience.</p> <p><b>Experience:</b> Work experience in logistic management. Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol etc).Government Experience is an added advantage</p>	Shillong

**Meghalayan Medical Drugs & Services Limited**  
**Health & Family Welfare Department**  
**Government of Meghalaya**

#	Name of Post	No of Posts	Remuneration	Essential Qualification and Experience	Place Of Posting
4	Biomedical Engineer	1	As Per MMDSL Norms	<p><b>Qualifications:</b>  Master's in Public Health Engineering/M.Tech (Environment Engineering)/ or equivalent qualification in a related field. Accreditation with NABET as SWM expert is preferable  Software proficiency and familiarity with AutoCAD, GIS survey etc.</p> <p><b>Experience:</b>  Minimum 4 years' experience in managing, monitoring and supervising projects related to Environmental &amp; Social aspects or having worked in a managerial position and having worked in a public health domain.</p>	Shillong
5	Finance Consultant	1	As Per MMDSL Norms	<p><b>Qualification:</b>  Masters in Commerce (Accounting &amp; Finance)/MBA (Finance) with a Commerce background. For a master 4 years of relevant experience or a Bachelor in Commerce (Accounting &amp; Finance) with 6 years of relevant experience.</p> <p><b>Experience:</b>  Used Tally/PFMS to maintain accounts in previous work experience. Worked in a Government Setup and is familiar with inter-departmental fund flow and allocations and budget preparation and estimates. Sound knowledge of administrative procedures of the State Government</p>	Shillong
6	Equipment Engineer	1	As Per MMDSL Norms	<p><b>Qualification:</b>  Engineering (Biomedical engineering/Electronics etc.) Minimum 4 years' experience or Masters in engineering (Biomedical engineering/Electronics etc.) preferred minimum 2 years' related experience in the medical device industry.</p> <p><b>Experience:</b>  3+ years in medical equipment system position.  Experience in Quality Controls and Testing</p>	Shillong

Qualified and interested candidates can submit their applications electronically through Google Form (Link below) only on or before 4:00pm of the **17th Dec 2022**, with soft copies 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 and Conditions:**

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded 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

**Meghalayan Medical Drugs & Services Limited**  
**Health & Family Welfare Department**  
**Government of Meghalaya**

3. Preference will be given to candidates who are domiciles of Meghalaya
4. The office of the undersigned reserves the right to cancel/extend/readvertise the same at its own discretion
5. All applicants are required to fill the Google form via <https://tinyurl.com/megh-mmdsl>

**Sd/-**

**Ramkumar S, IAS**

**Managing Director**

**Meghalayan Medical Drugs & Services Limited**

# TERMS OF REFERENCE FOR STATE MANAGER (M&E, COORDINATION & ADMIN) UNDER MEGHALAYANN MEDICAL DRUGS & SERVICES LIMITED

- Title: State Manager (M&E, Coordination & Admin)
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As per MMDSL norms
1. Facilitate/assist in preparation (through technical assistance) of planning and monitoring including budgeting for the corporation.
  2. Plan processes, operations and co-ordinate state specific strategies and processes to achieve the aims and objectives of the corporation
  3. Driving day-to-day coordination an administrative matter between multiple healthcare stakeholders, departments, facilities, directorates and other entities with respect to the corporation's aims and objectives
  4. Conceptualise and implement a monitoring and evaluation strategy and processes with recommendations and adoption based on lessons learned.
  5. Analyse reports, data from various sources within the department and the corporation to make informed decisions, identify major shortcomings, and problem areas so as to facilitate in steering the corporation successfully meet its aims and objectives.
  6. Attend training/workshops as relevant and provide Training to Trainers, facilities, districts etc. as and when required
  7. Organize training programs to ensure efficient indentation, stock updating, data collection, data entry, data validation, including updating and transmission of data from the various levels in the corporation from the facility periphery to the warehouses and state
  8. Provide necessary support in designing and implementation of MIS system and advice the MIS team
  9. Administration and Official Work such as Liaoning with other departments in the Government of MEGHALAYAN/Head offices/Co-ordinators/directorates
  10. Documenting workflow processes and decision trees and create operational documentations/standard operating procedures via technical assistance
  11. Writing the business requirement documentation including overall solution, data definition, process flows, interfaces, support tools and processes, reports and other special considerations.
  12. Overall Documentation, communication, legal matters of the corporation for easy monitoring, reporting and access by the Board of Directors
  13. Provide necessary inputs and support to the Board of Directors
  14. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualification:

1. Post-Graduate in Management/ Business Administration/ Health Management from an AICTE/UGC approved recognized university.

## Experience:

- At least 3 years of experience in monitoring and evaluation, quantitative and qualitative analysis including 02 years of relevant experience in any externally funded project/ public sector projects at the leadership position.
- Preference will be given to candidates coming from a consulting/MNC background with experience in people management, asset and inventory management in a leadership role
- Good knowledge on Ms tools/data analysis tools

# TERMS OF REFERENCE FOR FINANCE CONSULTANT UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

- Title: Finance/Accounts Consultant
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As per MMDSL norms
1. Participate in the preparation of annual work plans and periodical financial plans as required for the implementation on a timely basis;
  2. Prepare budget estimates based on forecasting and corporation requirements on a year-on-year basis for funding(s) to be received
  3. Conceptualise and implement revenue models and strategies for the corporation to be self-sustainable and come up with recommendations and adoption based on lessons learned.
  4. Help in the preparation of quarterly reports to claim reimbursement of funds expensed from funding agencies and the Government (State and National)
  5. Liaise with the other government departments/directorates/agencies budgets and expenditures
  6. Monitoring budget and revision of budget as required.
  7. Set up accounting system, including reporting forms and filling system for the corporation, in accordance with the State & National norms
  8. Maintain petty cash transactions; this includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances.
  9. Prepare cheques and withdraw money from the bank as and when required.
  10. Daily monitoring and updating of financial transactions into the computerized accounting system (Tally/PFMS) on a daily basis.
  11. Liaise with tax consultants for compliance with prevalent rules and regulations related to TDS for payments to vendors, contractors, etc.
  12. Maintain cash book balance in the relevant format along with monthly reconciliation of bank balance.
  13. Be responsible for all related finance and accounting work and work with the auditor to timely prepare audited financial statements.
  14. Be responsible for the maintenance of all necessary reports, registers, and formalities in relation to the annual CAG audit/ Statutory Audits/Internal Audits etc. of the corporation.
  15. Control:
  16. Check budget lines to ensure that all transactions are booked to the correct budget lines.
  17. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers.
  18. Ensure Petty Cash to be reviewed and updated ensuring that records are up-to-date.
  19. Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements.
  20. Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.
  21. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualification:

1. Masters in Commerce (Accounting & Finance)/MBA (Finance) with a Commerce background. For a master 4 years of relevant experience or a Bachelor in Commerce (Accounting & Finance) with 6 years of relevant experience.

### Experience and Competencies:

1. Used Tally/PFMS to maintain accounts in previous work experience;
2. Worked in a Government Setup and is familiar with inter-departmental fund flow and allocations and budget preparation and estimates
3. Sound knowledge of administrative procedures of the State Government

# TERMS OF REFERENCE FOR SYSTEM & DATA CONSULTANT UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

- Title: Systems & Data Consultant
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As per MMDSL norms
1. Conceptualise, manage, implement and development utilization of MIS tools for data analysis, procedures and processes for effective monitoring and evaluation of day to day activities at the corporation
  2. Support the improvement and utilization of existing tools (viz. DVDMS) and software(s) used for reporting, forecasting, indenting, inventory etc.
  3. Development of integrated dashboard for various levels for decision making and ensuring routine updating.
  4. Conceptualise, develop and manage forecasting algorithms, strategies and processes with recommendations and adoption based on lessons learned.
  5. Compile reports based on data analysis for providing to different stakeholders.
  6. Identify gaps, improvise and create solutions for improvising data management
  7. Leading IT Initiatives, processes and programs for the corporation
  8. Develop, design, conceptualise and manage the corporation's website
  9. Provide staff with assistance in IT and IT Systems related problems and issues and troubleshooting the same
  10. Technical Assistance to the State Manager and other departments/sections within the corporation as and when required.
  11. Vested with duties to facilitate Software, Hardware, Networking assistance for the Corporation needs.
  12. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualification:

1. BE/BTech (IT/Comp Sc./Data Science/AI or related fields)/ Masters in Computer Applications/MSC CS/IT with 4 years of experience
- OR
2. M.E/M.Tech (IT/Comp Sc./Data Science or related fields) with 2 years of experience in

## Experience and Competencies:

1. A range of experience in hardware, operating systems, software and application development, and IT project management
2. Working knowledge of managing and supporting intranet, extranet, and document management Deployments
3. Systems and applications rollout, implementation and management
4. Experience in developing and management of web portals/intranet/extranet sites
5. Understanding and experience in working in hosted environments

# TERMS OF REFERENCE FOR EQUIPMENT ENGINEER UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

- Title: Equipment Manager/Engineer
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As per MMDSL norms
1. Assist in Finalization of technical specifications of equipment/items/assets in consultation with concerned specialists and the State and MMDSL Drug Committee and the medical facilities
  2. Assist the equipment procurement manager in tendering processes for various equipment as per approved technical specifications
  3. Technical assistance and expertise to the corporation on various medical equipment/items/assets as per state, national and international medical standards
  4. Assistance in quality checks and physical verification of each and every equipment in consultation with the Quality Control Section and Drugs Inspector under the State's and MMDSL Drug Committees
  5. Documentation and preparing of Standard Operating Manuals and Instructions for proper usage and maintenance of equipment/items/assets
  6. Conducting and ensuring due diligence on the equipment/items/assets proposed by the vendors or supplier by way of scrutinising various proposals/bids from suppliers, manufacturers and vendors from a technical perspective
  7. Ensuring equipment/items/assets adhere to different national and international quality standards and certifications
  8. Ensure proper installation, operation and maintenance of equipment and associated services.
  9. Providing technical support for ongoing product use and maintenance, including troubleshooting problems identified by users
  10. Setting up and implementation of planned preventive maintenance schemes.
  11. Ensure the training and supervision of subordinate staff with respect to the equipment/items/assets.
  12. Recommending changes to existing products based on new technologies or emerging research findings
  13. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualification:

1. Engineering (Biomedical engineering/Electronics etc.) Minimum 4 years' experience
2. Masters in engineering (Biomedical engineering/Electronics etc.) preferred minimum 2 years' related experience in the medical device industry.

## Experience and Competencies:

1. Experience in medical equipment system position
2. Experience in Quality Controls and Testing



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

- Title: Logistics Consultant
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As Per MMDSL Norms
1. Assessing logistical processes, developing improvement plans, and overseeing the implementation of new supply chain strategies.
  2. Evaluating, Conceptualising and implementing logistical processes/strategies to identify strengths and weaknesses.
  3. Analysing supply chain data and assessing risks.
  4. Developing cost-effective solutions and interventions to optimize logistical efficiency.
  5. Presenting improvement plans to senior managers for approval.
  6. Conveying improvement strategies to individual managers, employees, and departments, as well as facilitating training sessions.
  7. Overseeing the implementation of improvement plans, as well as providing guidance and support.
  8. Optimizing communication channels with customers, vendors, and suppliers.
  9. Evaluating the impact of improvement strategies and making adjustments as needed.
  10. Documenting improvement plans, setting deadlines, and monitoring progress.
  11. Managing and ensuring the accuracy of product storage warehouse inventories
  12. Collaborating with different divisions within the corporation to enhance logistics
  13. Developing procedures and systems for scheduling and tracking procurement and distribution operations.
  14. Responsible for the supervision, monitoring, and detailed recording of all warehouse and stock movement activities
  15. Maintain familiarity with relevant logistics compliance issues as required by policies, and legal statutes in order to ensure compliance.
  16. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualification:

1. Bachelor's degree in business/supply chain management/engineering with an MBA in Operations/Logistics/Supply Chain Management or relevant field minimum 4 years of experience
- Or
2. MBA in Operations/Logistics/Supply Chain Management minimum 2 years of experience

## Experience and Competencies:

1. Work experience in logistic management.
2. Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol etc)
3. Government Experience is an added advantage

# TERMS OF REFERENCE FOR BIOMEDICAL ENGINEER UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

- Title: Biomedical Consultant/Engineer
  - Duty Station: Shillong, MEGHALAYA
  - No of vacancies: 1 (One)
  - Salary: As Per MMDSL Norms
1. Provide technical assistance and coordination to the corporation for implementation of Environment & Social Framework (ESMF)/Biomedical Waste Management Maintenance Rules/Pollution Control SOPs etc. as per the national and state guidelines aligning Department of Health & Family Welfare objectives and guidelines for the state
  2. Provide technical assistance for implementation of BMWW Rules/guidelines
  3. Conduct meetings & trainings and monitor compliances on environment and social safeguards, BMWW etc. policies and standards
  4. Develop tools for monitoring the work progress in medical waste management
  5. Initiate, conceptualise, implement Strategies for Common Bio Medical Waste Management Facilities for the State
  6. Documentation, Inspections and reporting of various sites to ensure proper implementation and adherence to state and national BMWW guidelines
  7. Regularly review the progress of environment-related activities to assess mid-term/interim performance of activities.
  8. Assist in Policy Development, Research and Analytical work, development of training modules, delivery of training related to environment sector, development of Detailed Project Report for Bio-Medical Waste (BMW) etc. and supervision or assessment of any specific issue related to environment management aspects in the State.
  9. Any other responsibilities as and when assigned by the Managing Director or MMDSL's Board of Directors

## Academic Qualifications:

1. Master's in Public Health Engineering/M.Tech (Environment Engineering)/ or equivalent qualification in a related field
2. Accreditation with NABET as SWM expert is preferrable
3. Software proficiency and familiarity with AutoCAD, GIS survey etc.

## EXPERIENCE:

1. Minimum 4 years' experience in managing, monitoring and supervising projects related to Environmental & Social aspects or having worked in a managerial position and having worked in a public health domain.