



No. MMDSL/HR-1/HIRING/ 2022-23(45)

Dated: 08/08/2023

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	District Storekeeper	2	As per MMDSL norms	Qualification : B Pharm from a recognized institution Experience & Competencies: At least 2 years of experience. Prior experience in retail, preferably in a management position, would be advantageous. Excellent verbal and written communication skills. Proficient in Microsoft Office. Ability to complete multiple tasks under pressure and should be a team player Applicants preferably form the required place of posting	South Garo Hills (1 post); West Garo Hills (1 post)
2	Communications & Training Consultant	1	As per MMDSL norms	Qualification : Masters in Communication from a recognized institution Experience & Competencies: A minimum of 4 years of experience in an internal communications role, ideally in-house, working with colleagues in multiple locations Understanding of various channels of internal communication Excellent computer skills and knowledge, particularly Word, Excel, PowerPoint, Adobe Strong project management skills and attributes	Shillong

Qualified and interested candidates can submit their applications electronically through Google Form (link below) only, on or before 4pm of the 18th of August 2023 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.



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

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

+91-9863033404 / 9863048955
meghmdsl@gmail.com

Terms & Conditions:

All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a single PDF file <10MB

The competent authority may relax the minimum years of experience if the number of candidates meeting the requirement is less

The competent authority may call for an online/offline screening test to shortlist the candidates further

Preference will be given to candidates who are domiciles of Meghalaya

The office of the undersigned reserves the right to cancel/extend/advertise the same at its own discretion

All applicants are required to fill the Google form via <https://forms.gle/phPHHDg7xM7LksW89>

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 08/08/2023 10:55 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(47)

Dated: 08/08/2023

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

Title: District Storekeeper

Duty Station: District Warehouse, South Garo Hills, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years (renewable)

Scope of Work:

1. To receive the drugs, surgicals and other materials ordered by the purchase department and supplied by the vendors.
2. To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
3. To stock the drugs, surgical or other materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
4. To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
5. To carry out periodical physical verification and assesses the stock position.
6. To ensure a smooth and timely issue of drugs, surgical etc., to the facilities.
7. To ensure accurate accounting of the drugs, surgical received and issued.
8. To ensure a favorable working atmosphere is maintained amongst the personnel working in the store.
9. To ensure proper safety measures are in place and adhered to with respect to the staff, building, drugs, surgical and other materials stored in the warehouse.
10. To ensure that the store is always maintained up to date in all respects in a presentable condition.
11. To communicate proactively and regularly escalating issues or areas of concern in a timely manner to appropriate authorities.
12. To be available to perform on-call duties as and when required.

Qualification:

B Pharm from a recognized institution

Approved By Shri Ramkumar S(Managing Director) on 08/08/2023 10:55 AM
(The document is digitally approved and does not require any Seal or Signature in original)



Experience & Competencies:

1. At least 2 years of experience.
2. Prior experience in retail, preferably in a management position, would be advantageous.
3. Excellent verbal and written communication skills.
4. Proficient in Microsoft Office.
5. Ability to complete multiple tasks under pressure and should be a team player.
6. Preferably from South Garo Hills

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 08/08/2023 10:55 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(46)

Dated: 08/08/2023

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

Title: District Storekeeper

Duty Station: District Warehouse, West Garo Hills, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years (renewable)

Scope of Work:

1. To receive the drugs, surgicals and other materials ordered by the purchase department and supplied by the vendors.
2. To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
3. To stock the drugs, surgical or other materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
4. To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
5. To carry out periodical physical verification and assesses the stock position
6. To ensure a smooth and timely issue of drugs, surgical etc., to the facilities.
7. To ensure accurate accounting of the drugs, surgical received and issued.
8. To ensure a favorable working atmosphere is maintained amongst the personnel working in the store.
9. To ensure proper safety measures are in place and adhered to with respect to the staff, building, drugs, surgical and other materials stored in the warehouse.
10. To ensure that the store is always maintained up to date in all respects in a presentable condition.
11. To communicate proactively and regularly escalating issues or areas of concern in a timely manner to appropriate authorities.
12. To be available to perform on-call duties as and when required.

Qualification:

B Pharm from a recognized institution



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

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

+91-9863033404 / 9863048955
meghmdsl@gmail.com

Experience & Competencies:

1. At least 2 years of experience.
2. Prior experience in retail, preferably in a management position, would be advantageous.
3. Excellent verbal and written communication skills.
4. Proficient in Microsoft Office.
5. Ability to complete multiple tasks under pressure and should be a team player.
6. Preferably from West Garo Hills

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 08/08/2023 10:55 AM
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(48)

Dated: 08/08/2023

TERMS OF REFERENCE FOR COMMUNICATIONS & TRAINING CONSULTANT UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Communications & Training Consultant

Duty Station: As per assigned by O/o Meghalayan Medical Drugs & Services Ltd, Shillong, Meghalaya

Salary: as per MMDSL norms

Duration: 2 years (renewable)

Scope of Work:

1. Work with the respective heads to plan and deliver internal communication initiatives that foster organisational knowledge sharing and understanding.
2. Facilitate cross-organisational engagement to promote learning about the roles, responsibilities and working practices of different teams.
3. Develop the organisation's internal communication and engagement strategy, ensuring the organisation's mission, values, initiatives are communicated in a regular, considered, effective and engaging way.
4. Manage and create engaging content for the internal communications channels (intranet, email, in-person events, virtual events etc) and regularly evaluate the efficiency of the channels used, making continuous improvements.
5. Managing, planning and coordinating delivery of both virtual and in-person all-staff events, town halls and district events and trainings.
6. Ensure that staff across all districts and are actively engaged and feel included in the organisation's work, embedding organisational culture, shared brand values and help the organisation speak with a common voice.
7. Build feedback mechanisms into the internal communications strategy to facilitate staff feedback – use input to further evolve strategy.
8. Ensure internal communications is considered and handled in a sensitive and timely fashion.
9. Implementing communications strategies focusing on bringing research evidence to decision-makers.
10. Mapping and engaging policymakers and other stakeholders in the State and Districts.
11. Developing press and communication materials for media events if need be.



12. Contribute to researching, writing, and editing in-house publications, including blogs, articles, report summaries, case studies, and websites.
13. Producing and disseminating communication materials, including brochures, posters, infographics, audio-visuials, and policy documents.
14. Good problem-solving skills.
15. Attention to detail.
16. To perform on-call duties as required.
17. Any other tasks as assigned by the Reporting Officer.

Qualification:

A Master's degree in Communications or related field

Experience & Competencies:

1. A minimum of 4 years of experience in an internal communications role, ideally in-house, working with colleagues in multiple locations.
2. Proven ability to build effective relationships with a wide range of internal audiences.
3. Understanding of various channels of internal communication.
4. Excellent computer skills and knowledge, particularly Word, Excel, PowerPoint, Adobe.
5. Experience, including drafting and publishing of written and audio-visual content.
6. Strong project management skills and attributes.
7. A strategic and creative thinker with strong story-telling skills.
8. Excellent English written and oral communication skills, including the ability to write clearly and succinctly.
9. High level of attention to detail.
10. The ability to listen to and interact confidently with others.
11. Strong team ethic—diplomatic team-player who can establish positive relationships



and work effectively and collaboratively with individuals across the organisation and at all levels.

12. Excellent organisation skills; ability to effectively plan and manage work, respond to conflicting demands on an urgent and ad-hoc basis and prioritise workload appropriately.
13. Proactive problem-solver who can demonstrate initiative and make decisions autonomously, whilst remaining alert to the need to consult and update others as appropriate.
14. Positive and flexible attitude; high degree of integrity and professionalism; ability to remain composed under pressure.
15. Ability to present complex topics into simple and attractive formats.
16. Ability to maintain effective working relationships with key stakeholders.
17. Good verbal & written communication skills.
18. Ability to complete multiple tasks under pressure and should be a team player.



Shri Ramkumar S
Managing Director