



No. MMDSL/HR-1/HIRING/2026-27(42)

Dated: 08/10/2026

ADVERTISEMENT

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

S No	Name of Post	Remuneration	Essential Qualification & Experience	Duration	Place of Posting	No. of posts
1	Software Engineer	Rs 45000 + EPF	Qualification : Bachelor's Degree in Computer Applications (BCA), Computer Science (B.Sc/ B.E./B.Tech), Information Technology (B.E./ B.Tech), or a related field. OR Master's Degree in Computer Applications (MCA), Computer Science (M.Sc/ M.E./M.Tech), Information Technology (M.E./ M.Tech), or a related field (preferred) Experience & Competencies: 1 year or more Experience in PHP, Laravel, HTML, CSS, JavaScript, jQuery, Bootstrap, PostgreSQL	2 Years	Shillong	2
2	Co-ordinator (Supply Chain Management)	Rs 45000 + EPF	Qualification : Post Graduate in Supply Chain, Logistics, Pharmacy, Public Health, Management or related field. Experience & Competencies: 3+ year's relevant experience in healthcare logistics, warehousing, inventory management or supply chain operations preferred. Advanced knowledge of MS Office (Word, Excel, Powerpoint)	2 Years	Shillong	1
3	Pharmacist	Rs 41500 + EPF	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)	2 Years	Sibbari Mangsang Nongkhlaw	1 1 1



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Meghalayan Medical Drugs & Services Ltd
Pasteur Hills, Lawmali Road,
Next to MECL,
Shillong 793001
+91-9863033404 / 9863048955
contactdesk@mmdsl.in

S No	Name of Post	Renumeration	Essential Qualification & Experience	Duration	Place of Posting	No. of posts
4	Laboratory Technician	Rs 20400 + EPF	Qualification : Diploma in Medical Laboratory Technology (DMLT), or Bachelor of Science (B.Sc) in Medical Laboratory Technology, or Degree in Clinical Laboratory Science, or Certificate Programs in Lab Technology. Experience & Competencies: Previous laboratory experience in a certified or a Govt Lab for 2 or more years. Computer literacy and experience with Laboratory Information Systems	1 Year	Umsning	1
					Umran	2

Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 21st of October 2026 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
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



No. MMDSL/HR-1/HIRING/2026-27(43)

Dated: 08/10/2026

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

Title: Software Engineer

Duty Station: O/o Meghalayan Medical Drugs & Services Ltd., Shillong, Meghalaya

Duration: 2 years (renewable)

Scope of Work

1. Design, develop, enhance, and maintain web-based applications and digital systems of Meghalayan Medical Drugs & Services Ltd (MMDSL), using PHP, Laravel, PostgreSQL, HTML, CSS, JavaScript, jQuery, Bootstrap, and other relevant technologies.
2. Develop and maintain APIs and system integrations for secure data exchange between MMDSL applications and external Government, health-sector, and third-party systems.
3. Understand operational and user requirements and translate them into appropriate application features, workflows, reports, dashboards, and technical solutions.
4. Design, maintain, and optimize application databases and ensure the accuracy, integrity, and efficient handling of transactional data.
5. Test, debug, troubleshoot, and resolve application, database, API, integration, and performance-related issues.
6. Implement appropriate application security measures including authentication, authorization, role-based access, validation, and protection of application data.
7. Maintain clean, efficient, well-documented, and version-controlled source code in accordance with software development best practices.
8. Maintain appropriate technical documentation relating to applications, databases, APIs, integrations, and system configurations.
9. Coordinate with MMDSL teams, health facilities, Government departments, vendors, and other stakeholders for requirement gathering, system integration, testing, implementation, and technical support.

Qualification

Bachelor's Degree in Computer Applications (BCA), Computer Science (B.Sc/ B.E./B.Tech), Information Technology (B.E./ B.Tech), or a related field.

OR

Master's Degree in Computer Applications (MCA), Computer Science (M.Sc/ M.E./M.Tech),



Information Technology (M.E./ M.Tech), or a related field (preferred).

Experience & Competencies

1. At least **1 year or more of relevant work experience** in software/application development.
2. Strong proficiency in **PHP and Laravel** for development and maintenance of web applications.
3. Strong proficiency in front-end technologies including **HTML, CSS, JavaScript, jQuery, and Bootstrap**.
4. Good knowledge of **PostgreSQL**, including database design, SQL queries, data manipulation, and query optimization.
5. Experience in developing, consuming, testing, and troubleshooting **APIs using PHP/Laravel**, including JSON-based data exchange and authentication.
6. Knowledge of **Git/version control, application security, testing, debugging, and software development best practices**.
7. Experience or understanding of Government applications, healthcare systems, inventory/warehouse management, supply-chain systems, or MIS applications shall be an added advantage.
8. Strong analytical and problem-solving skills with the ability to understand operational requirements and translate them into technical solutions.
9. Good verbal and written communication skills, attention to detail, ability to manage multiple tasks, and ability to work effectively as part of a team.

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2026-27(44)

Dated: 08/10/2026

TERMS OF REFERENCE FOR COORDINATOR (SUPPLY CHAIN MANAGEMENT) UNDER MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

Title: Coordinator (Supply Chain Management)

Duty Station: O/o Meghalayan Medical Drugs & Services Ltd., Shillong, Meghalaya

Duration: 2 years (renewable)

Reporting to: Head – Supply Chain Management

Purpose

The Coordinator (Supply Chain Management) shall serve as the primary operational focal point for assigned districts and provide detailed monitoring, coordination and support to ensure uninterrupted availability of essential health commodities.

Key Responsibilities

1. Monitor and coordinate supply chain operations across approximately four assigned districts.
2. Coordinate with District Warehouses and health facilities regarding stock availability and movement.
3. Review stock availability, stock-out situations, overstock situations and inventory health indicators.
4. Monitor warehouse performance and ensure adherence to inventory management best practices.
5. Track delivery performance and follow up on pending indents and supply issues.
6. Analyse district-level supply chain trends and recommend corrective actions.
7. Conduct regular field visits to warehouses and health facilities.
8. Support management of medical supply items, including drugs, surgical, consumables, reagents and diagnostics.
9. Prepare district performance reviews and supply chain monitoring reports.
10. Coordinate with procurement, warehouse, transport, programme and IT teams.
11. Ensure timely escalation and resolution of operational supply chain risks.
12. Task as assigned by the Head- Supply Chain Management



Qualifications

1. Post Graduate in Supply Chain, Logistics, Pharmacy, Public Health, Management or related field.
2. 3+ year's relevant experience in healthcare logistics, warehousing, inventory management or supply chain operations preferred.

Skills

1. Strong analytical, coordination and communication skills.
2. Knowledge of inventory and warehouse management principles.
3. Proficiency in MS Office and reporting tools.
4. Ability to manage multiple stakeholders and districts simultaneously

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2026-27(45)

Dated: 08/10/2026

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

Title: Pharmacist

Duration: 2 years

Duty Station: Various locations

Locations

1. Nongkhlaw, West Khasi Hills
2. Sibbari, South Garo Hills
3. Mangsang, East Garo Hills

Note : *The duty station shall generally be non-transferable, except on certain conditions felt urgent by O/o Meghalayan Medical Drugs & Services Ltd*

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. Ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
20. Stock the drugs, surgical or other materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
21. Ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
22. Carry out periodical physical verification and assesses the stock position.
23. Ensure accurate accounting of the drugs, surgical received and issued.
24. Liaise with the District Warehouses of Meghalayan Medical Drugs & Services Ltd, and healthcare facilities to resolve medicine supply issues promptly.
25. Coordinate the recall of defective, expired, or substandard medicines.
26. Prepare annual and periodic medicine forecasts and indents based on consumption patterns.
27. Ensure a favorable working atmosphere is maintained amongst the personnel working in the work space.
28. Ensure that the workspace is always maintained up to date in all respects in a presentable condition.
29. Communicate proactively and regularly escalating issues or areas of concern in a timely manner to appropriate authorities.
30. To be available to perform on-call duties as and when required.
31. Any other responsibility assigned by the Reporting Officer or Management.

Qualification:

Master of Pharmacy from a recognized institution or related field.

A valid Registration with the relevant State Pharmacy Council is a must.

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.



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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

Approved By Shri Ramkumar S (Managing Director) on October 8, 2026 10:47 AM IST
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/2026-27(46)

Dated: 08/10/2026

TERMS OF REFERENCE FOR LABORATORY TECHNICIAN UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Laboratory Technician

Duration: 1 year (renewable)

Duty Station: Umsning (1 post); Umran (2 posts)

Note : *The duty station shall generally be non-transferable, except on certain conditions felt urgent by O/o Meghalayan Medical Drugs & Services Ltd*

Job Summary:

The Laboratory Technician is responsible for conducting routine and specialized laboratory tests, preparing and maintaining equipment, ensuring the accuracy and reliability of results, and adhering to all safety and regulatory standards.

Responsibilities:

Sample Collection and Preparation:

- Collect, label, and log samples (e.g., blood, tissue, environmental samples) according to established State protocols.
- Prepare samples for analysis, including centrifugation, pipetting, and other preparation techniques.

Laboratory Testing:

- Perform routine tests such as blood counts, urinalysis, chemical analysis, microbiological cultures, and molecular biology assays.
- Operate and maintain laboratory equipment, including spectrophotometers, microscopes, and autoclaves.

Quality Control and Assurance:

- Implement and monitor quality control procedures to ensure the accuracy and reliability of test results.
- Participate in proficiency testing and other quality assurance programs.
- Calibrate and maintain laboratory instruments and equipment.

Data Management and Reporting:

- Record, analyze, and interpret test results.
- Prepare and issue laboratory reports.
- Maintain accurate and up-to-date records of all laboratory activities and results.



Laboratory Maintenance:

- Maintain a clean, organized, and safe laboratory environment.
- Dispose of hazardous and non-hazardous waste according to State BMW Rules and regulations
- Monitor inventory levels and order supplies as needed.

Safety and Compliance:

- Adhere to all laboratory safety protocols and guidelines, including the use of personal protective equipment (PPE).
- Ensure compliance with local, state, and central regulations related to laboratory operations.
- Participate in safety training and drills.

Technical Support and Collaboration:

- Provide technical support to researchers, clinicians, and other laboratory personnel.
- Collaborate with team members on research projects and laboratory tasks.
- Participate in laboratory meetings and contribute to continuous improvement initiatives.

Any other duties assigned by Director/Head of the Laboratory from time to time.

Qualification:

Diploma in Medical Laboratory Technology (DMLT), or Bachelor of Science (B.Sc) in Medical Laboratory Technology, or Degree in Clinical Laboratory Science, or Certificate Programs in Lab Technology.

Experience:

Previous laboratory experience in a certified or a Govt Lab for 2 or more years.

Skills and Competencies:

- Strong attention to detail and accuracy.
- Proficiency with laboratory equipment and techniques.
- Excellent organizational and time management skills.
- Good communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Knowledge of laboratory safety and quality control procedures.

Work Environment:

- The laboratory technician will work primarily in a laboratory setting, which may include exposure to hazardous materials, chemicals, and biohazards.



- b. The role may require standing for long periods, using laboratory instruments and computers, and wearing protective gear.

Performance Metrics:

- Accuracy and reliability of test results.
- Adherence to safety and regulatory standards.
- Efficiency in sample processing and test completion.
- Quality and timeliness of laboratory reports.
- Maintenance of a clean and organized laboratory environment.
- Effective collaboration and communication with colleagues.

Reporting Structure:

The Laboratory Technician will report to the Medical Officer or Supervisor.

Work Schedule:

This position may require a standard 40-hour workweek, with potential for shift work, weekends, and holidays depending on the laboratory's operational needs.

Shri Ramkumar S
Managing Director