



No. MMDSL/HR-1/HIRING/2025-26(45)

Dated: 14/09/2026

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	Renumeration	Essential Qualification & Experience	Place of Posting	No. of posts
1	Biomedical Associate	As per MMDSL norms	Qualification : Diploma in Biomedical Waste Management, Biological or Biochemical Sciences, Environmental Science or similar is preferred Experience & Competencies: 2 years of experience in a similar field. Full understanding of biomedical waste management and best practices. Highly computer literate with capability in email, MS Office (Word, Excel, Powerpoint) and related business and communication tools.	Khasi Hills Region	2
				Garo Hills Region	1
2	Pharmacist	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)	Nonglang	1
				Nongstoin	1
				Rambrai	1
				Dongki-ingding	1
				Nongspung	1
				Ranikor	1
				Wahkaji	1
				Khonjoy	1
				Jowai	1



Qualified and interested candidates can submit their applications electronically through an Online Form only (link below), on or before 4pm of the 28th of September 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/bma-ph>
10. For more details, please visit <https://mmdsl.in/recruitment>



Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2025-26(46)

Dated: 14/09/2026

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

Title: Biomedical Associate

Duty Station: Khasi Region & Garo Region, Meghalaya
Khasi Region – 2 posts
Garo Region – 1 post

Salary: as per MMDSL norms

Duration: 2 years

Scope of Work:

1. Assist in the implementation, monitoring, and expansion of Biomedical Waste Management activities across the State.
2. Monitor and support healthcare facilities in proper segregation, storage, collection, transportation, treatment, and disposal of biomedical waste in accordance with applicable rules, guidelines, and standard operating procedures (SOPs).
3. Track biomedical waste collection from healthcare facilities and maintain records of waste generation, collection, transportation to final disposal.
4. Ensure the Effluent Treatment Plant (ETP) is functioning.
5. Support assessment for the site plan for the construction of ETP.
6. Support the implementation and operation of barcode systems, digital tracking platforms, dashboards, and other monitoring systems.
7. Conduct regular field visits, inspections, and technical assessments of hospitals, CHCs, PHCs, collection points, biomedical equipment, and waste management systems.
8. Identify operational gaps, challenges, and non-compliance issues and assist healthcare facilities in implementing corrective actions.
9. Coordinate with district authorities, healthcare facilities, Common Bio-medical Waste Treatment Facilities (CBWTFs), authorized agencies, service providers, vendors, and other relevant stakeholders.
10. Assist in the implementation of biomedical engineering, healthcare technology management, and biomedical waste management projects across the State.
11. Assist in organizing and conducting orientation programmes, training sessions, workshops, and awareness programmes for healthcare workers and biomedical waste handlers, including follow-up monitoring.
12. Collect, compile, verify, analyse, and maintain relevant technical and operational data and prepare daily, weekly, monthly, quarterly, and other reports as required.
13. Maintain proper documentation, including inspection reports, field visit reports, compliance reports, correspondence, and other official records.
14. Assist in the preparation of technical notes, proposals, work plans, SOPs, Terms of Reference, technical specifications, procurement-related documents, and other project documents.
15. Participate in meetings, inspections, stakeholder consultations, and review meetings.
16. Perform any other duties related to Biomedical Engineering, Healthcare Technology Management, Biomedical Waste Management, or other activities as assigned by the competent authority.



Qualification:

A Diploma in Biomedical Waste Management, Biological or Biochemical Sciences, Environmental Science, or similar is preferred.

Experience & Competencies:

1. Minimum two years of relevant experience in biomedical waste management, environmental management, healthcare waste management, or a related field.
2. Comprehensive knowledge and understanding of biomedical waste management, including applicable rules, regulations, procedures, segregation, handling, storage, transportation, treatment, and disposal practices.
3. Good understanding of environmental protection and sustainability issues, with an interest in promoting environmentally responsible and sustainable practices within healthcare settings.
4. Excellent written and verbal communication skills, with the ability to communicate effectively with healthcare professionals, support staff, authorities and other stakeholders.
5. Ability to work effectively under pressure, prioritize tasks and meet deadlines while maintaining accuracy and quality of work.
6. Strong computer literacy, including proficiency in email, MS Office applications such as Word, Excel and PowerPoint, and other relevant digital and communication tools.
7. Meticulous attention to detail, with a systematic and organised approach to documentation, monitoring, reporting and compliance.
8. Ability to understand and accurately follow instructions, procedures and regulatory requirements, while demonstrating sound judgement and responsibility in day-to-day work

Shri Ramkumar S
Managing Director



No. MMDSL/HR-1/HIRING/2025-26(47)

Dated: 16/09/2026

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

Title: Pharmacist

Duty Station: Various locations

Locations

1. Nonglang, West Khasi Hills
2. Nongstoin, West Khasi Hills (the Pharmacist will be posted at Civil Hospital Nongstoin and will cater to District TB Centre at Nongstoin as well)
3. Rambrai, West Khasi Hills
4. Dongki-ingding, Eastern West Khasi Hills
5. Nongspung, East Khasi Hills
6. Ranikor, South West Khasi Hills
7. Wahkaji, South West Khasi Hills
8. Khonjoy, South West Khasi Hills
9. Jowai, West Jaintia Hills

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. 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.
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