



OFFICE OF THE MANAGING DIRECTOR

**ASSAM MEDICAL SERVICES CORPORATION LIMITED**

Central Drug Ware House Campus, Patherquary, Narengi, Guwahati, Assam-781026

email id: [md-amscl@assam.gov.in](mailto:md-amscl@assam.gov.in)

No. NHM-43011/2/2021-HRD-NHM/12823  
[ECF: 180071]

Date: 14 / 11 / 2022

**ADVERTISEMENT FOR VARIOUS POSITIONS UNDER AMSCL, ASSAM**

Online applications are invited from the candidates willing to work in mission mode for engagement on contractual basis in the following positions. Candidates have to apply online in the AMSCL, Assam website hosted at <https://nhm.assam.gov.in> (AMSCL Section)

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof.

Sl.	Name of the Position	Requisite Qualification & Experience	No. of Position	Remuneration per month
1	Senior Manager (Procurement-Equipment)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Instrumentation/ Bio-Medical Engineering/ Medical Electronics from Govt. recognised Institution/ University with minimum 8 years of experience.</li><li>➤ 5 years of experience in Procurement in Government or semi-Government organization is must.</li><li>➤ Candidates with hands on experience in public procurement through GeM tendering / e-Tender are preferred.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 55,000/- to Rs. 65,000/-
2	Senior Manager (Procurement-Drugs)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Pharmacy (B. Pharma.) from Govt. recognised Institution/ University with minimum 8 years of experience.</li><li>➤ 5 years of experience in Procurement in Government or semi-Government organization is must.</li><li>➤ Candidates with hands on experience in public procurement through GeM tendering / e-Tender are preferred.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 55,000/- to Rs. 65,000/-



सत्यमेव जयते

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Azadi Ka  
Amrit Mahotsav

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Sl.	Name of the Position	Requisite Qualification & Experience	No. of Position	Remuneration per month
3	Senior Manager (Quality Control)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Pharmacy (B. Pharma.) from Govt. recognised Institution/ University with minimum 6 years of experience.</li><li>➤ 3 years of experience in Quality Control in any Pharmaceutical Company or Drug Testing Laboratory is must.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 55,000/- to Rs. 65,000/-
4	Manager (Procurement-Equipment)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Instrumentation/ Bio-Medical Engineering/ Medical Electronics from Govt. recognised Institution/ University with minimum 5 years of experience.</li><li>➤ 3 years of experience in Procurement in Government or semi-Government organization is must.</li><li>➤ Candidates with hands on experience in public procurement through GeM tendering / e-Tender are preferred.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	2 nos.	Rs. 35,000/- to Rs. 45,000/-
5	Manager (Procurement-Drugs)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Pharmacy (B. Pharma.) from Govt. recognised Institution/ University with minimum 5 years of experience.</li><li>➤ 3 years of experience in Procurement in Government or semi-Government organization is must.</li><li>➤ Candidates with hands on experience in public procurement through GeM tendering / e-Tender are preferred.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	2 nos.	Rs. 35,000/- to Rs. 45,000/-



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Sl.	Name of the Position	Requisite Qualification & Experience	No. of Position	Remuneration per month
6	Manager (Quality Control)	<ul style="list-style-type: none"><li>➤ Bachelor Degree in Pharmacy (B. Pharma.) from Govt. recognised Institution/ University with minimum 4 years of experience.</li><li>➤ 2 years of experience in Quality Control in any Pharmaceutical Company or Drug Testing Laboratory is must.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 35,000/- to Rs. 45,000/-
7	Manager – IT & Logistics	<ul style="list-style-type: none"><li>➤ MCA/ M.Sc. (IT)/BE (Comp. Sc.)/B Tech (IT) from Govt. recognized institute.</li><li>➤ Should have minimum 4 years of working experience in Software development using open Source technology, Programming, handling Supply Chain Management Software.</li><li>➤ Worked at Managerial level in Procurement in Health institutions/hospitals.</li><li>➤ High proficiency in written and oral English with good communication skill.</li><li>➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications.</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 35,000/- to Rs. 45,000/-
8	Accounts Officer	<ul style="list-style-type: none"><li>➤ C.A./I.C.W.A./ M.Com/ MBA (Finance) with minimum 5 years post qualification work experience in handling financial matters in reputed organization.</li><li>➤ Computer proficiency-MS Office &amp; Tally.</li><li>➤ Knowledge of GFR and APPR.</li><li>➤ Knowledge of TDS, TCS matters under Income Tax and GST.</li><li>➤ Knowledge of Accounting standards and corporate laws.</li><li>➤ Knowledge of PFMS and e-Payment.</li><li>➤ Exposure/experience in dealing with CAG Audit.</li><li>➤ Excellence in verbal &amp; written communication skills are essential.</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 35,000/-



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Sl.	Name of the Position	Requisite Qualification & Experience	No. of Position	Remuneration per month
9	Executive (HR)	<ul style="list-style-type: none"><li>➤ 2 years Post Graduate Degree/ Diploma in Management with specialization in Human Resource Management from a reputed institute with minimum 3 years post qualification work experience in relevant field.</li><li>➤ Candidates must have exposure to performance management system, handling legal matters, etc.</li><li>➤ Excellent communication and presentation skill.</li><li>➤ Computer proficiency- MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 50 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 30,000/-
10	PA to Senior Official	<ul style="list-style-type: none"><li>➤ Graduate in any discipline.</li><li>➤ Minimum 2 years working experience in reputed organization in relevant field.</li><li>➤ Work experience as a PA for minimum 1 year in a Govt. organization / public sector undertaking is must.</li><li>➤ High proficiency in written and oral English and Assamese with excellent competency in preparing drafts for letters, memos, notifications, circulars, etc. as per office procedure manual in Govt. organization.</li><li>➤ Knowledge of e-Office / e-File System / government record keeping and maintenance is essential</li><li>➤ Computer proficiency- MS Office (word, excel, power point), and other related applications</li><li>➤ Age : Up to 65 years as on 1<sup>st</sup> January, 2022</li></ul>	1 no.	Rs. 24,000/-

Online application will be received till 25/11/2022. Candidates without the above qualification need not apply. The number of vacancy may vary at the time of recruitment.

The schedule of interview / selection test for the respective position will be published in the website <https://nhm.assam.gov.in> (AMSCL Section) in due course of time along with the list of provisionally shortlisted candidates.

All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test. The selection may also be held through Zoom platform which will be notified in the course of time along with instructions.

  
(Smt. Pranati Majumdar, ACS)  
Additional Managing Director,  
AMSCL, Assam

Memo No. NHM-43011/2/2021-HRD-NHM/12824-34  
Copy to:

Date: 14/11/2022

1. The Principal Secretary to the Govt. of Assam, Health & FW Deptt., Dispur, Guwahati-6 for favour of kind information.
2. The Commissioner & Secretary to the Govt. of Assam, Medical Education & Research Department for information.



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3. The Mission Director, NHM, Assam.
4. The Director of Health Services, Hengrabari, Guwahati-36.
5. The Director of Medical Education, Sixmile, Khanapara, Guwahati-22.
6. The Addl. Managing Director, AMSCL, Assam.
7. The Director (Finance & Accounts), NHM/AMSCL, Assam.
8. The MIS Manager, NHM, Assam. He is requested to upload this notice in the NHM, Assam Website and for necessary action in receipt of application.
9. The State Media Expert, NHM, Assam. She is requested to publish this notice in Newspapers.
10. P.S. to the Hon'ble Minister, Health & FW Deptt, Govt. of Assam, Dispur, Guwahati-6 for kind appraisal of the Hon'ble Minister.
11. Office Copy.

 Additional Managing Director, AMSCL, Assam