



OFFICE OF THE MANAGING DIRECTOR

ASSAM MEDICAL SERVICES CORPORATION LIMITED

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

email id: md-amscl@assam.gov.in

No. NHM-43011/2/2021-HRD-NHM/1288

Date: 03/05/2023

[CEF:180071]

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://amscl.assam.gov.in>.

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	Executive (Accounts / Internal Audit)	<ul style="list-style-type: none"> ➤ C.A. Inter / M.Com. / MBA (Finance) with minimum 3 years post qualification experience in handling financial matters in reputed organization. ➤ C.A. / I.C.W.A. with minimum 1 year post qualification work experience in handling financial matters in reputed organization. ➤ Computer proficiency-MS Office & Tally. ➤ Knowledge of GFR, 2017 desirable. ➤ Knowledge of TDS, TCS matters under Income Tax and GST. ➤ Excellence in verbal & written communication skills are essential. ➤ Age : Up to 50 years as on 1st January, 2023 	1 no.	Rs. 42,350/-
2	Accounts Executive(Cash)	<ul style="list-style-type: none"> ➤ B.Com with minimum of 2 years of work experience in relevant field. ➤ Well versed with all the accounting procedures, book keeping practices, external and internal audits and other necessary accounting norms. ➤ Knowledge of PFMS is desirable ➤ Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point and Tally. ➤ Age : Up to 50years as on 1st January, 2023 	1 no.	Rs. 42,350/-
3	Executive (Procurement- BME)	<ul style="list-style-type: none"> ➤ Bachelor Degree in Instrumentation/Bio-Medical Engineering/Medical Electronics from Govt. recognized Institution/University with minimum 3 years of work experience in Government/Semi Government/ NGO in health sector. OR ➤ Diploma in Instrumentation/ Bio-Medical engineering/Medical Electronics from Govt. recognized Institution/ University with minimum 5 years of work experience in Government/Semi Government/ NGO in health sector. ➤ Experience in Procurement through GeM and e-Tender desirable. ➤ High proficiency in written and oral English. ➤ Computer proficiency-MS Office (word, excel, power point) ➤ Age : Up to 50 years as on 1st January, 2023 	1 no.	Rs. 42,350/-



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4	PA to Senior Official	<ul style="list-style-type: none">➤ Retired Government Official who has worked as PA to Senior Official for minimum 2 years.➤ Graduate in any discipline.➤ 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.➤ Knowledge of e-Office / e-File System / government record keeping and maintenance is essential➤ Computer proficiency- MS Office (Word, Excel, PowerPoint) and other related applications.➤ Age : Up to 65years as on 1st January, 2023	1no.	Rs .42,350/-
5	Administrative cum Computer Assistant	<ul style="list-style-type: none">➤ Graduate in any discipline with aggregate of 60% of Marks or above along with One Year Post Graduate Diploma in Computer Application / DOEACC 'O' level or equivalent.OR➤ B.Sc. (IT) / BCA / BE or B. Tech. (Computer Science or IT).➤ Minimum 2 years post qualification experience in relevant field is a must.➤ High proficiency in written and oral English and Assamese with excellent computer typing skills mandatory, along with knowledge of preparing drafts for letters, memos, notifications, circulars, etc. as per office procedure manual in Govt. organization.➤ Competency in Word, Excel & Power point is mandatory.➤ Knowledge of e-Office / e-File System / government record keeping and maintenance is desirable.➤ Age : Up to 50years as on 1st January, 2023	1 no.	Rs. 18,150/-

Online application will be received till **15/05/2023**. 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://amscl.assam.gov.in> 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.

Sd/-
Managing Director,
AMSCL, Assam