



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/4856

Date: 20/06/2022

[ECF: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://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	Sr. Manager, IT & Logistic	Essential : <ul style="list-style-type: none">➤ MBA in IT/ MCA/ M.Sc. IT from Govt. recognized institute.➤ 5 years of working experience at managerial level in IT/ Logistics related organization.➤ Excellent verbal & written communication skills in English.➤ Proficiency in Data analysis, Data interpretation & Data presentation using IT tools.➤ Age : Up to 45 years as on 1st April 2022 Desirable : <ul style="list-style-type: none">➤ 5 years of working experience in logistics/ Inventory Management/ IT tools / software.➤ Worked at manager level in Procurement in health institutions/ hospitals.➤ Software development using open Source Technology, Programming.➤ 10 years working experience at managerial level.	1 no.	Rs. 55,000/- to Rs. 65,000/-
2	Accounts Officer, AMSCL	<ul style="list-style-type: none">➤ C.A. Inter/ M.Com/ MBA (Finance) with minimum 5 years post qualification work experience in handling financial matters in reputed organization.or➤ C.A./ I.C.W.A. with minimum 2 years 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.➤ Knowledge of Accounting standards and corporate laws.➤ Excellence in verbal & written communication skills are essential.➤ Age : Up to 50 years as on 1st April 2022	1 no.	Rs. 35,000/-



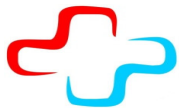
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3	Executive (Accounts)	<ul style="list-style-type: none">➤ C.A. Inter/ M.Com/ MBA (Finance) with minimum 3 years post qualification work experience in handling financial matters in reputed organization.or➤ C.A./ I.C.W.A. with minimum 1 year post qualification 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 45 years as on 1st April 2022	1 no.	Rs. 30,000/-
4	Executive (Procurement- Drug)	<p>Qualification :</p> <p>Essential - Bachelor of Pharmacy from Govt. recognized institution. Desirable - Bachelor Degree/ Diploma in Supply Chain Management/ Quality Control from Govt. recognized Institution.</p> <p>Experience :</p> <p>Essential - 3 years post qualification work experience in Procurement of Drugs. Desirable - 3 years post qualification work experience in Procurement of Drugs in Govt Sector.</p> <ul style="list-style-type: none">➤ High proficiency in written and oral English.➤ Computer proficiency-MS Office (word, excel, power point)➤ Age : Up to 45 years as on 1st April 2022	2 nos.	Rs. 30,000/-
5	Executive (Procurement- BME)	<ul style="list-style-type: none">➤ Degree/ Diploma in Instrumentation/ Bio-Medical Engineering/ Medical Electronics from Govt recognised Institution/ University with a minimum aggregate of 60% marks.➤ 2 Years post qualification work experience in Procurement of Medical equipment.➤ 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 45 years as on 1st April 2022	2 nos.	Rs. 30,000/-
6	Executive (HR)	<ul style="list-style-type: none">➤ 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.	1 no.	Rs. 30,000/-



सत्यमेव जयते



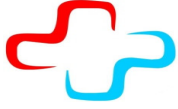
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		<ul style="list-style-type: none">➤ Candidates must have exposure to performance management system, handling legal matters etc.➤ Computer proficiency-MS Office (word, excel, power point)➤ Excellent Communication and Presentation Skill.➤ Age : Up to 45 years as on 1st April 2022		
7	Executive (IT)	<p>Educational : MCA/ M.Sc (IT)/ M.Sc. (Computer Science)/ DOEACC 'B' level or equivalent degree from recognized university/ Institution. Experience : Minimum 3 years experience in relevant field in reputed organization Age : Up to 45 years as on 1st April 2022 IT Skills:</p> <ul style="list-style-type: none">➤ The candidate shall be proficient in the use of Internet based applications, Office Package (MS-Word, MS-Excel, MS-Power Point) etc.➤ Should have expertise in setting up of hardware and install/configure software and drivers.➤ Well versed knowledge in Installing well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)	1 no.	Rs. 30,000/-
8	Accounts Executive (Cash)	<ul style="list-style-type: none">➤ B.Com with a 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.➤ Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point and Tally.➤ Age : Up to 45 years as on 1st April 2022	1 no.	Rs. 24,000/-
9	PA to Senior official	<ul style="list-style-type: none">➤ Graduate in any discipline with aggregate of 60% of Marks or above.➤ Minimum 7 years working experience in reputed organization in relevant field.➤ 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. organizations.➤ Knowledge in e-Office/ e-File system/ government record keeping and maintenance is desirable.➤ Desirable – Work experience as a PA for minimum 5 years in a Govt. organization.➤ Computer proficiency-MS Office (word, excel, power point)➤ Age : Up to 65 years as on 1st April 2022	1 no.	Rs. 24,000/-



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10	Administrative cum Computer Assistant	<ul style="list-style-type: none">➤ Graduate in any discipline with aggregate of 60% of Marks or above.➤ One Year Post Graduate Diploma in Computer Application/ DOEACC 'O' level or equivalent.➤ 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. organizations.➤ Competency in Word, Excel & power Point mandatory.➤ Minimum 2 years post qualification experience in relevant field.➤ Knowledge in e-Office/ e-File system/ government record keeping and maintenance is desirable.➤ Age : Up to 45 years as on 1st April 2022	1 no.	Rs. 16,500/-

Online application will be received till **29.06.2022**. 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> (AMSCS 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.

Sd/-
Managing Director,
AMSCS, Assam