



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/148794
[CEF:180071]

Date: 12/01/2023

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	Senior Manager (Finance & Accounts)	<ul style="list-style-type: none">➤ C.A. / I.C.W.A. / M.Com. / MBA (Finance) with minimum 10 years post qualification work experience in handling financial matters in a reputed organization.<li style="text-align: center;">OR➤ C.A. (Inter) / I.C.W.A. (Inter) with minimum 15 years post qualification work experience in handling financial matters in a reputed organization.➤ Knowledge of TDS, TCS and other statutory matters under Income Tax, GST and other statutes.➤ Knowledge of Accounting Standards and Corporate Laws.➤ Knowledge of GFR and APPR.➤ Exposure/experience in dealing with CAG Audit, Internal and Statutory Audit.➤ Excellence in verbal & written communication skills are essential.➤ Computer Computer proficiency-MS Office & Tally.➤ Age : Up to 50 years as on 1st January, 2023	1 no.	Rs. 55,000/- to Rs. 65,000/-
2	Manager (Admin)	<ul style="list-style-type: none">➤ 2 years Post Graduate Degree / Diploma in Management form a reputed institute.➤ Minimum 5 years post qualification experience in administrative matters in a reputed organization.➤ At least 2 years of experience in dealing and management of vendors.➤ Experience in management of contracts for services / works/ maintenance.➤ Canteen Management experience desirable.➤ Excellence in verbal & written communication and presentation skills are essential.➤ Computer proficiency- MS Office (word, excel, power point), and other related applications.➤ Age : Up to 50 years as on 1st January, 2023	1 no.	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
3	Executive (Procurement-Drug/Quality Control)	<ul style="list-style-type: none">➤ Post Graduate in any Science stream from Govt. recognized Institution with minimum 5 years of experience in procurement of drugs in Govt. organization<li style="text-align: center;">OR➤ Bachelor Degree in Pharmacy from Govt. recognized Institution with minimum 2 years of experience in procurement of drugs in Govt. organization.<li style="text-align: center;">OR➤ Diploma in in Pharmacy from Govt. recognized Institution with minimum 3 years of experience in procurement of drugs in Govt. organization.➤ Experience in Procurement through e-Tender desirable.➤ High proficiency in written and oral English.➤ Computer Computer proficiency-MS Office (word, excel, power point)➤ Age : Up to 50 years as on 1st January, 2023	1 no.	Rs. 30,000/-
4	Executive (HR/Admin)	<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 HR/Admin is a must.➤ Candidates must have exposure to performance management system, handling legal matters, etc.➤ Excellent communication and presentation skill.➤ Computer proficiency- MS Office (word, excel, power point), and other related applications➤ Age : Up to 50 years as on 1st January, 2023	1 no.	Rs. 30,000/-

Online application will be received till **24/01/2023**. 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