



OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquerry, Narengi, Guwahati, Assam-781026
Email id: md-amsc@assam.gov.in

No.: AMSC-HR0RCRT/1/2023-ADM HR-AMSC/446530

Date: 13.02.2024

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://amsc.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	Manager (Procurement-Drugs)	<ul style="list-style-type: none">➤ Bachelor Degree in Pharmacy (B. Pharma.) from Govt. recognised Institution/ University with minimum 5 years of experience.➤ 3 years of experience in Procurement in Government or semi-Government organization is must.➤ Candidates with hands on experience in public procurement through GeM tendering / e-Tender are preferred.➤ High proficiency in written and oral English with good communication skill.➤ Computer proficiency- Internet based applications, MS Office (word, excel, power point), and other related applications➤ Age : Up to 50 years as on 1st January, 2024	1 no.	Rs. 55,000/-
2	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.<li style="text-align: center;">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 45 years as on 1st January, 2024	1 no.	Rs. 21,500/-

Online application will be received till **25.02.2024**. 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://amsc.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates.



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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