



**KERALA MEDICAL SERVICES CORPORATION
LTD.**

(Dept. of Health & Family Welfare, Govt. of Kerala)

**Behind W&C Hospital, Thycaud P.O.,
Thiruvananthapuram-14**

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CIN:-U24233KL2007SGC021616

Human Resources Division

www.kmscl.kerala.gov.in

No.KMSCL/Admn/15/2015

Date : 24.05.2017

CAREER NOTIFICATION

Applications are invited for the following positions on contract basis for a period of one year.

SL NO	NAME OF POST	NUMBER OF VACANCY	QUALIFICATION AND EXPERIENCE	JOB DESCRIPTION
1	Assistant Manager (Equipment Procurement)	2	B. Tech in Biomedical Engineering or Electronics and Instrumentation Engineering or Applied electronics and instrumentation Engineering Or Diploma in Medical Electronics or Biomedical Engineering Experience B. Tech : 2 years experience in hospital biomedical department or service and maintenance of equipments in companies or Handling planning and procurement of biomedical equipments or Handling clinical projects. Diploma : 5 years experience in hospital biomedical department or service and maintenance of equipments in companies or handling planning and procurement of biomedical equipments or handling clinical projects.	Specification, Tendering, Tender evaluation, Tender finalization, Purchase Order, Payment, Services etc.

2	Assistant Manager (IT) Programming: 1 System Administration: 1	2	Programming- B.Tech(Computer Science/Electronics)/MCA One year Post qualification for B. Tech and 2 years for other discipline in reputed software development firms System Administration: B.Tech(Computer Science/Electronics)/MCA One Year post qualification for B.Tech and 2 years for other discipline in the system administration in medium/large organisation	Asst. Manager (Programming) Management and Maintenance of Software applications of the Corporation. Providing technical support for the end users of the application. Liaisoning with the software developers and the end users. Asst. Manager (System Administration) Management and Maintenance of IT hardwares of the Corporation. Providing technical support for the end users of the hardware devices. Maintaining periodic backup of the servers maintained by the Corporation.
3	Assistant Manager (Drugs Procurement)	4	B.Pharm or D.Pharm. 3 years post qualification experience for B.Pharm and 5 years for D.Pharm, preferably in procurement of medicines.	Tender Process of Purchase of essential drugs, verification of invoices, purchase order, recommendations for further processing at accounts and to look after logistics and ensure supply of medicines to institutions in time etc.
4	Assistant Manager (Internal Audit)	1	M.Com(Accountancy) Experience: Minimum 7 years experience in accountancy/auditing preferably in Public Sector Undertaking. Desirable: Knowledge in statutory matters relating to commercial laws.	Audit of purchase files, performance audit of various divisions of the organization, conducting physical verification of stock, physical verification of preparation of cash balance, audit reports etc.
5	Assistant Manager (Civil)	1	B.Tech(Civil) having 2 years Post qualification experience or Diploma (Civil) having 5 years post qualification experience in construction & execution of multistoried buildings with reputed construction /project execution firms. Preference	To manage civil works for warehouses, Karunya community Pharmacies etc. Estimate, Tendering, tender finalization, work order, ensuring quality of work etc.

			will be given to those candidates who are familiar with PWD/CPWD norms and other government formalities.	
6	Assistant Manager (Electrical)	1	B.Tech (Electrical)having 2 years or Diploma(Electrical) having 5 years of post qualification experience in the relevant field	To manage electrical works for warehouses, Karunya community Pharmacies etc.Estimate, Tendering, tender finalization, work order,ensuring quality of work etc.

Other Terms and Conditions

1. Age: Maximum 35 Years as on 01.04.2017
2. Mode of appointment : On Contract basis for one year
3. Remuneration:Rs.20,000/- consolidated payment per month
4. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Through knowledge of MS Office/Open Office is essential.
5. After shortlisting the candidates with essential qualification, written test and interview will be done before selection.
6. The successful candidate will be appointed on contract initially for a period of one year. The Corporation may at its discretion, based on the performance and integrity of the successful candidate, extend the period of contract.
7. The selected candidate should be willing to travel throughout the State.
8. The posts are temporary in nature and no claim for permanency of job or labour claims to the Corporation or the Government.
9. All eligible candidates should submit the application in the prescribed format available in the website www.kmscl.kerala.gov.in through e-mail careers@kmscl.kerala.gov.in or submit through speed post/courier on or before 5 pm on 07.06.2017 with copy of qualification and experience.

Sd/-

Managing Director