

Government of Nagaland
Directorate of Health and Family Welfare
Nagaland : Kohima

No. DHFW-13/DC/Recruitment-Lab/2024-25/ /Dated Kohima, the 22nd January 2025

ADVERTISEMENT

Applications are invited from willing candidates to work on contractual basis for a period of one year to fill the under mentioned posts under **Nagaland State Drugs Testing Laboratory (NSDTL)**, Kohima, Nagaland.

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Merely having the requisite qualification and experience will not render the applicant eligible for short-listing.

Sl.No	Name of the post	Requisite Qualification & Experience	No. of posts	Remuneration per month
1	Analyst	<u>Essential</u> :- 1. Graduate in Pharmacy from recognized University with 60 % marks. Preference will be given to candidates having Master in Pharmacy with specialization in Pharmaceutics or Pharmaceutical Chemistry or Pharmaceutical Analysis. 2. Age : 21 years to 37 years as on 31 st 12 2024 <u>Desirable</u> :- Candidate having at least one year experience in testing of drugs and handling of HPLC, AAS, UV Spectroscopy etc. <u>Job Description</u>:- Perform routine and sub-professional chemical analysis and tests on a wide variety of samples, also test new methods of analysis for future laboratory use. Records finding, shall declare the status of equipment/ instruments. Shall validate/re-validate the standardization of chemicals and reagents. Shall store the raw data/ worked out data. Shall be responsible for archival and retrieval of test and analysis data of the drugs. He or she shall be responsible for any other work assigned by Laboratory In-charge.	04	Rs.30,000/-
2	Laboratory Assistant	<u>Essential</u> :- 1. Candidate should be a Graduate in Science with Chemistry as one of the Subject. 2. Preference will be given to such candidates having experience in a testing laboratory.	02	Rs.18,000/-

		<p>3. Age : 21 years to 37 years as on 31st December 2024.</p> <p>Job descriptions :- Perform laboratory test, prepare samples, reagents and produce accurate and reliable data. Follow procedures, adhere to safety guidelines and maintain equipment. These duties will be carried out by the candidate under the supervision of the Analyst and will also be responsible for any other work/duties assigned by the Analyst.</p>		
3	Office Assistant	<p>Essential :-</p> <p>1. Candidate should be a Graduate in any field with high proficiency in Computer Application.</p> <p>2. Preference will be given to such candidates having experience in a general office management and accounts matter.</p> <p>4. Age : 21 years to 37 years as on 31st December 2024.</p> <p>Job description :-</p> <p>1. The Office Assistant shall be responsible for management of the general establishment section of the laboratory.</p> <p>2. The Office Assistant shall assist the Administrator, who shall be an Officer from Drugs Control Administration of the Laboratory.</p> <p>3. All office records shall be maintained.</p> <p>4. He/she shall also be responsible for the management of accounts matter of the laboratory.</p>	01	Rs.15,000/-
4	Data Entry Operator (DEO)	<p>Essential:-</p> <p>1. Candidate should be a Graduate in any field with Diploma in Computer Application.</p> <p>2. Preference will be given to such candidates having experience in a digital data management.</p> <p>Age : 21 years to 37 years as on 31st December 2024.</p> <p>Job description:-</p> <p>1. Generating data reports, spreadsheets and documents as needed.</p>	01	Rs.15,000/-

		<p>2. Maintenance of all data with respect to sample receipt and test results digitally.</p> <p>3. The Data Entry Operator shall be responsible for the uploading of data with respect to online reporting.</p> <p>4. Ensuring the accuracy, consistency and quality of data input. This includes cross-checking data to identify and fix errors.</p>		
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Note :-

1. The contract service period will be for 1 year with possibility of further extension subject to the satisfactory performance.
2. The service shall be co-terminus and the candidate shall not claim for regularization of the service.
3. In the event of multiple candidates obtaining same marks after interview, final selection will be made based on the merit of the educational qualification.
4. The application form can be collected from Drugs Control Administration Building, DHFW, Nagaland, Kohima from **27th January, 2025.**
5. Last date for submission of form is **31st January, 2025.**
6. Shortlisted candidates and date of interview will be uploaded in the Department Website: <https://nagahealth.nagaland.gov.in/> and also displayed in the notice Board of Drugs Control Administration.

(DR.E.MOTSUTHUNG PATTON)
Principal Director
Directorate of Health and Family Welfare
Nagaland : Kohima