

No: IPHS/2021/Ads/1/54/92

Date: 28th March 2026

Position: Field Staff Pharmacist

Location: Meghalaya

Number of Posts: 1 (One)

Duration of position: 1 year

About IPHS:

The Indian Institute of Public Health Shillong (IIPH-Shillong) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH-Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

Project Title and Brief:

“Genomics-based Discovery of (potential) Pathogens for India's North-Eastern Region (GDP-FINER)”

The Indian Institute of Public Health Shillong is implementing the GDP-FINER project in collaboration with the National Centre for Biological Sciences, Bengaluru, and other northeast regional institutions. This project aims to identify hitherto unknown pathogens in two global biodiversity hotspots in Northeastern India through an integrated surveillance approach.

The Field Research Assistant will support the field research activities that involve collection and processing of biological specimens at designated field sites and administering structured questionnaires to collect epidemiological data from study participants. The ideal candidate will have a strong understanding of biosafety practices and excellent interpersonal skills to engage effectively with participants and research teams. Prior experience of working in field conditions is a plus.

Roles and Responsibilities:

- a) Support field-based data collection activities in coordination with the project team, including surveys, interviews, and community-level data recording as per established protocols
- b) Participate in field visits alongside nurses and lab technicians to ensure timely and accurate data collection across designated project areas
- c) Manage end-to-end medication logistics for regular health camps, including procurement coordination, packing, transportation, and on-site organization of drugs
- d) Dispense medications during health camps as per clinician prescriptions, ensuring adherence to standard treatment protocols and safe dispensing practices
- e) Maintain detailed records of medication stock, including inward and outward movement, consumption patterns, and balance stock after each camp
- f) Monitor drug expiry dates regularly and proactively flag medications approaching expiry (within 6 months) for timely return or replacement with vendors
- g) Ensure proper storage, handling, and transportation of medications to maintain drug quality and compliance with standard guidelines
- h) Coordinate with clinicians and project leads to update and adapt the essential drug list based on emerging requirements from health camps
- i) Prepare and submit regular reports on drug utilization, stock status, and logistics challenges to the Project Coordinator

- j) Identify and address operational challenges related to medication management and field implementation, ensuring smooth execution of health camps
- k) Support overall project implementation by collaborating with team members, participating in review meetings, and contributing to continuous improvement of field processes
- l) Complete any other tasks as assigned by the Project Coordinator or Investigators

Qualifications

Essential:

- Bachelor's Degree in Pharmacy (B.Pharm) / Diploma in Pharmacy (D.Pharm) from a recognized institution
- Registered with the State Pharmacy Council
- Minimum 1 year of experience in pharmacy practice, public health programs, or field-based health projects
- Willingness to travel extensively and work in rural field settings

Desirable:

- Experience in managing medication inventory, including stock maintenance, dispensing, and record-keeping
- Familiarity with essential drug lists and rational drug use in primary healthcare settings
- Experience working in community-based programs, outreach services, or health camps
- Ability to maintain accurate records of stock movement, expiry tracking, and reporting
- Strong organizational skills with attention to detail, particularly in inventory and logistics management
- Ability to coordinate with multiple stakeholders including clinicians, field staff, and vendors
- Proficiency in basic data entry and data handling
- Good communication skills in local language(s) and English
- Ability to work independently and as part of a multidisciplinary field team

How to Apply:

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last date for receipt of application: 3rd April 2026**

CV Format:

1. Full Name, address, and contact details (including email and phone).
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.

Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

4. Only shortlisted candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
5. The Institution reserves the right to reject any application without assigning any reason whatsoever.
6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
7. Any corrigendum/changes/updates shall be available only on Institutes website: www.iiphs.ac.in.
8. The candidates are required to bring with them copies of all relevant testimonial documents self-attested along with the original certificates at the time of interview.
9. Applications that are incomplete and/or unsigned will be summarily rejected.
10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
11. Applications received after the prescribed date will not be entertained.
12. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
13. Minimum Educational Qualifications; applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Registrar
Indian Institute of Public Health Shillong
Lawmali, Shillong - 793001