



THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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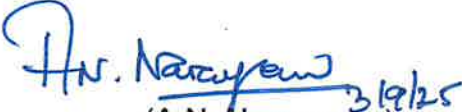
RECRUITMENT NOTICE

Applications are invited for the post of Quality Manager in Indian Red Cross Society, National Headquarters, Blood Centre on a part time basis. Applicant should have experienced in dealing with the NABL/NABH and ISO accreditation and can prepare the documents required for NABL/ NABH / ISO accreditation.

The remuneration will be Rs.4,000/- per visit including travelling cost. The number of days for engagement in a month will be 4-5 days.


The job responsibility of Quality Manager is Annexed herewith.

The last date of receiving the application shall be 15 days after the issue of this notice. Applications received after the closing date or otherwise found incomplete are liable to be rejected and no correspondence shall be entertained in this regard. Application should be sent by post on the above address and also sent by email at hr@indianredcross.org.


(A.N. Narayanan) 31/9/25
Officer on Special Duty
03.09.2025

JOB RESPONSIBILITIES OF QUALITY MANAGER

1. Establish, maintain and implement the quality system within the Blood Centre as per the requirements of national and international standards.
2. Implement and enforce the applicable good laboratory practices described in reference documents
3. Plan, conduct and review internal audits in accordance with the laid down procedure
4. Conduct and monitor effectiveness of implemented corrective and preventive action
5. Ensure timely conduct of management review as per schedule and agenda.
6. Update, amend, control and issue documents of internal and external origin
7. Maintains, analyzes, and updates statistical data and/ or control charts
8. Participate in available and relevant EQAS, and/or inter laboratory comparison programs
9. Provide resources, adjust workloads and provide training opportunities for laboratory staff to facilitate completion of assigned tasks in a safe work environment consistent with test requirements and personnel capabilities
10. Resolve complaints and maintain incidents and errors records
11. Implement quality system procedures
12. Ensure maintenance, servicing and calibration of equipment
13. Arrange for external audit as may be required and to ensure completion of corrective actions on nonconformance raised in external audit.
14. Reporting on the performance and improvement of quality management system to Director Blood Centre.
15. Control further processing of non conforming product until the deficiency or unsatisfactory condition has been corrected.
16. Ensure awareness of customer requirements throughout the organization


3/9/25