

## Job Description

### Post Name

**Lab Technician – Chemical Engineering, School of Technology**

### Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

### Roles & Responsibilities

- Prepare materials and assemble, disassemble, clean and store equipment needed for individual and group laboratory experiments.
- Follow methodologies in carrying out routine tasks/ experiments
- Maintain lab records in an organized, accessible fashion.
- Enforce lab safety codes in all science lab areas to assure student and employee safety.
- Communicate with science faculty regarding special needs and maintenance of laboratory facilities.
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- Maintain inventory system of all supplies and special equipment
- Coordinate purchasing of all supplies.
- Coordinate maintenance of laboratory equipment (service or replace).
- Make appropriate recommendations for cost effective utilization of allocated resources/chemicals etc.
- Preparation of chemical solutions required for concerned experiments.
- Maintaining data of available/requirement of chemicals/Glassware in concerned labs.
- Readiness of equipment (like filling of storage tank with water/chemicals/achieving steady state temperature) before conducting experiments.
- Preparation of solids/slurry before experiments.
- Start-up/checking of equipment's/motors/pumps periodically.
- Maintain a reference library of catalogs, instruction manuals, keys, troubleshooting guides, and operation and parts manuals for laboratory equipment and models as requested.
- Responsible for keeping laboratory work areas neat and orderly.

- For solid waste disposal, chemical disposal necessary in labs associated with the requirement.
- To conduct testing/practical/experiment as per standard operating procedure (SOP) or as per laboratory manual & protocols.

**Qualification**

Diploma/ B. Tech in Chemical Engineering / Chemical Technology. Or B. Sc - Chemistry / Applied Chemistry / Industrial Chemistry. Minimum 55% marks (or equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university

**Experience**

Fresher or experience of similar role from reputed organization

**Reporting**

**HoD (Dept of Chemical Engg) – School of Technology**

**Remuneration**

The salary shall have following components –

- The salary structure will be as per the approved pay scale.
- PF as per applicable statutory norms
- Increment based on PMS score as per the PMS policy for non-Teaching staff
- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Other Benefits**

**Selection Procedure**

**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test is to analyze the content for grammar, punctuation, and handwriting. Only qualified candidates shall be invited for the further rounds of selection procedure.

**Stage 2 –Personal Interview**

Interviews of the short-listed candidates will be conducted by the committee members.

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

**Location**

Vadodara, Gujarat.