

## Job Description

<b>Post Name</b>	<b>Lab Technician (B. Tech- ECE) School of Technology</b>
<b>Introduction</b>	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
<b>Roles &amp; Responsibilities</b>	<p>A. Laboratory Management</p> <ul style="list-style-type: none"><li>• Maintain and manage ECE laboratories for the B. Tech program</li><li>• Ensure all laboratory equipment and instruments are functional before practical sessions.</li><li>• Maintain inventory of electronic components, kits, instruments, and laboratory equipment</li><li>• Assist in setup and calibration of laboratory instruments and systems</li></ul> <p>B. Technical Support &amp; Maintenance</p> <ul style="list-style-type: none"><li>• Install, configure, and maintain laboratory hardware and software tools</li><li>• Troubleshoot issues related to electronic circuits, embedded systems, IoT kits, communication devices, and laboratory instruments</li><li>• Perform regular preventive maintenance of laboratory equipment</li><li>• Ensure proper functioning of soldering stations, oscilloscopes, function generators, power supplies, microcontroller kits, and communication trainers</li></ul> <p>C. Network &amp; System Administration</p> <ul style="list-style-type: none"><li>• Assist in setup and troubleshooting of IoT devices, embedded systems, and communication modules</li><li>• Support laboratory networking and connectivity requirements wherever applicable</li><li>• Assist faculty and students in configuring development boards and embedded platforms such as Arduino, Raspberry Pi, Node MCU, FPGA kits, etc.</li></ul> <p>D. Academic Support</p> <ul style="list-style-type: none"><li>• Assist faculty during practical sessions, laboratory examinations, workshops, and project activities</li><li>• Support students in hardware interfacing, circuit implementation, PCB testing, and debugging activities</li><li>• Help in organizing technical demonstrations, exhibitions, and innovation activities</li></ul> <p>E. Documentation &amp; Compliance</p> <ul style="list-style-type: none"><li>• Maintain laboratory records, stock registers, maintenance logs, and equipment usage details</li><li>• Ensure proper documentation for audits, accreditation, and compliance requirements</li><li>• Follow institutional laboratory safety practices and standard operating procedures.</li></ul>

<b>Qualification</b>	<p>Diploma/Bachelor’s degree in Electronics &amp; Communication Engineering (ECE) / Electronics Engineering / Electrical &amp; Electronics Engineering or equivalent qualification from a recognized university with Minimum 55% marks (or equivalent grade) in the qualifying examination.</p> <p>Knowledge of electronic circuits, embedded systems, communication systems, and instrumentation Relevant certifications in Embedded Systems, IoT, PCB Design, Networking, or Hardware Maintenance will be an added advantage</p>
<b>Experience</b>	<p>0–2 years of relevant experience in electronics laboratory management, Hardware support, or similar technical roles.</p>
<b>Reporting</b>	<p><b>HOD- (B. Tech- ECE) School of Technology</b></p>
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> <li>• The salary structure will be as per the approved pay scale.</li> <li>• PF as per applicable statutory norms</li> <li>• Increment based on PMS score as per the PMS policy for non-Teaching staff</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>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. Committee will assess the content.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short-listed candidates will be conducted by the committee members.</p>
<b>Tenure of Appointment</b>	<p>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.</p>
<b>Location</b>	<p>Vadodara, Gujarat.</p>