

Job Description

Post Name

Laboratory Assistant (Chemistry)

Introduction

GSFC University is incorporated under the Gujarat Private University (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, Management and Fire & Safety 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

- To prepare materials and assemble, disassemble, clean and store equipment needed for individual and group laboratory experiments.
- To store and dispose of hazardous wastes using safety procedures.
- To assist faculty and staff for conducting experiments.
- To Follow methodologies in carrying out routine tasks/ experiments
- To maintain lab records in an organized, accessible fashion.
- To Enforce lab safety codes in all science lab areas to assure student and employee safety.
- To communicate with science faculty regarding special needs and maintenance of laboratory facilities.
- To maintain inventory system of all science supplies and special equipment
- To coordinate purchasing of all science supplies.
- To coordinate maintenance of laboratory equipment (service or replace).
- To make appropriate recommendations for cost effective utilization of allocated resources/ chemicals etc..
- To maintain a reference library of scientific catalogs, instruction manuals, keys, troubleshooting guides, and operation and parts manuals for laboratory equipment and models as requested.
- To perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- To make sure all glassware and equipment is clean and ready for use.
- To make laboratory solutions of specific concentrations for daily use or as required. Test the concentrations of solutions made as required.
- To maintain an appropriate stock of apparatus, reagents and other consumables in Chemistry lab and order replacements as appropriate.
- To proctor exams when needed.
- To perform clerical tasks as needed

- To perform other related duties and responsibilities as may be assigned
- To maintain lab in working condition.

Qualification

M.Sc/ B.Sc (Chemistry)

Experience

Essential: Graduate in the concerned subject

Preferable: Relevant experience in the field

Reporting

Reporting Authority : Course Coordinator

Sanctioning Authority: Dean- School of Science/Dean- School of Technology

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure

A personal round of Interview shall be conducted by the Selection Committee.

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 period of Appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance Management Policy i.e. PMS for NonTeaching staff.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.