

JOB DESCRIPTION OF LAB STAFF

About OPJU	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
Industry	Higher Education
Post/ Job Title	Lab Staff for Computer Science Engineering & Mechanical Engineering
Job Type	Regular
Reporting to	Departmental Head
Job Location	Punjipathra, Raigarh (CG)
No. of Position	One (01) Each
Role	Lab staff play a crucial role in supporting the research and educational missions of the university by ensuring the smooth operation of laboratory facilities and providing essential assistance and support to students, faculty, and researchers.
The role comes with the following Responsibilities	<ul style="list-style-type: none"> • Lab Management: Lab staff are often responsible for managing the day-to-day operations of the laboratory. This includes ensuring that the lab is well-maintained, properly equipped, and compliant with safety regulations. • Equipment Maintenance: Lab staff are typically responsible for maintaining laboratory equipment, including regular calibration, troubleshooting issues, and arranging for repairs when necessary. • Inventory Management: Lab staff may be tasked with managing laboratory supplies and equipment inventory, including ordering new supplies as needed, keeping track of stock levels, and ensuring that all necessary materials are available for experiments and research. • Safety Compliance: Ensuring safety protocols are followed is crucial in a laboratory environment. Lab staff are responsible for enforcing safety procedures, providing safety training to lab users, and maintaining a safe working environment. • Assistance and Support: Lab staff often provide assistance and support to students, researchers, and faculty members using the laboratory facilities. This may involve helping with experimental setups, troubleshooting technical issues, and providing guidance on proper laboratory techniques. • Data Management: Lab staff may be involved in managing and organizing experimental data, including recording data, maintaining data backups, and assisting researchers with data analysis. • Teaching and Training: In some cases, lab staff may be involved in teaching and training activities, such as conducting laboratory demonstrations, leading lab sessions for students, and providing training workshops on laboratory techniques. • Research Support: Lab staff may assist faculty members and researchers with their research projects by providing technical support, conducting experiments, and assisting with data collection and analysis. • Continuing Education: Staying up-to-date with advances in laboratory techniques, equipment, and safety procedures is essential for lab staff. They may participate in professional development activities, attend training workshops, and engage in continuing education to enhance their skills and knowledge.
Eligibility Criteria (Education & Experience)	<ul style="list-style-type: none"> • Education: Diploma/B.Tech in the relevant field from reputed Institution/University. • Experience: Prior experience in handling labs in the University or college level. • Minimum 3-5 years of proven experience in the relevant field/similar academic institution. • Strong organizational ability in handling wide ranging tasks and detail oriented. • Excellent communication skills – Verbal & Written.
Salary & Benefits	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAI etc. as per the norms of the University.