

## **ROLES/RESPONSIBILITIES**

Job Title: Lab Technician	Department: Chemistry
Reporting To: HoD Chemistry	Position(s) Supervised: NIL
Employment Type: Permanent	No. of Positions: 1
<b><u>Position Summary (UG Chemistry Lab Technician)</u></b>	
Provide routine laboratory tasks to assist faculty with lab preparations and disposal of waste.	
<b>• <u>Duties/Responsibilities</u></b>	
<ul style="list-style-type: none"><li>• To prepare materials and assemble, disassemble, clean and store equipment needed for individual and group laboratory experiments.</li><li>• To store and dispose of hazardous wastes using safety procedures.</li><li>• To assist faculty and staff for conducting experiments.</li><li>• To Follow methodologies in carrying out routine tasks/ experiments</li><li>• To maintain lab records in an organized, accessible fashion.</li><li>• To Enforce lab safety codes in all science lab areas to assure student and employee safety.</li><li>• To communicate with science faculty regarding special needs and maintenance of laboratory facilities.</li><li>• To maintain inventory system of all science supplies and special equipment</li><li>• To coordinate purchasing of all science supplies.</li><li>• To coordinate maintenance of laboratory equipment (service or replace).</li><li>• To make appropriate recommendations for cost effective utilization of allocated resources/ chemicals etc.</li><li>• 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.</li><li>• To perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.</li><li>• To make sure all glassware and equipment is clean and ready for use.</li><li>• To make laboratory solutions of specific concentrations for daily use or as required. Test the concentrations of solutions made as required.</li><li>• To maintain an appropriate stock of apparatus, reagents and other consumables in Chemistry lab and order replacements as appropriate.</li><li>• To proctor exams when needed.</li><li>• To perform clerical tasks as needed</li><li>• To perform other related duties and responsibilities as may be assigned</li><li>• To maintain lab in working condition.</li></ul>	
<b>Educational Qualification(s):</b> Candidates with first class in M.Sc. in Chemistry Essential: Graduation with Chemistry as one of the subject / B.Sc (Chemistry) Preferable: Relevant experience in the field	
<b>Key Skills:</b> <ul style="list-style-type: none"><li>• Good English Communication Skills</li><li>• Good Microsoft Office Skills</li></ul>	
<b>Work Experience:</b> <ul style="list-style-type: none"><li>• Minimum One-year experience as Chemistry Lab Assistant for UG/PG courses is preferable.</li></ul>	