

Laboratory Assistant: (01-POST)

Name of the Post	Laboratory Assistant
Location	Nagpur
Job Description	<ul style="list-style-type: none">• To assist students and teachers in conducting practical and experiments.• To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.• To assist the Incharge of the Laboratory in the purchase and procurement of laboratory materials.• To supervise the work of laboratory attendants working under him.• To assist the Faculty Incharge of L in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.• To report breakages/losses in the laboratory, to his superiors.• To report to incharge of laboratory about misbehaviors inside the laboratory.• To ensure that all cupboards, doors, windows and gats are properly closed by the laboratory attendants.• To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.• Ability to conduct practicals.
Qualification & Experience	<ul style="list-style-type: none">• Masters or bachelor's degree in Computer Science /IT/ relevant field• Proficiency with standard laboratory equipment and techniques.• Basic knowledge of laboratory information management systems (LIMS).• Familiarity with MS Office Suite (Word, Excel, PowerPoint) for data entry and reporting.• Ability to manage multiple tasks and priorities in a dynamic environment.
Salary	INR-35000/- per month [Consolidated]