

C. V. RAMAN POLYTECHNIC, BHUBANESWAR

Job Description for Lab Assistant

(Computer Sc, Civil, Electrical, Mechanical, Mechatronic Engineering)

Who We Are

Established in the year 2005, C.V Raman Polytechnic has become a progressive institution in Odisha, setup to promote the highest standards of technical education in the state. The institution aims at moulding a new breed of technocrats with the competitive edge to match both national and international standards. The college aims at educating the students to become not only competent professionals but also excellent human beings, who would contribute towards the welfare of the society and help in raising the quality of life of the society.

This institute approved by AICTE, New Delhi & affiliated to SCTE&VT, Bhubaneswar and also ISO 9001-2015 Certified. With 28 Centres of Excellence set up in collaboration with industry leaders across the board, the Polytechnic today has over 20 start-ups working under its AIC & TBI incubation centre are also available in the campus under the guidance of CGU for up-grading the skills.

Our Accreditations:

- CVRP produces “Skill Champion in World Skills Competitions” by Govt. of Odisha / India Skills competitions in 2021-24.

Our Vision :

To emerge as a global leader in the area of technical education commensurate with the dynamic global scenario for the benefit of mankind.

Our Mission :

To work collaboratively with the Technical Institutes / Universities / Industries of National and International repute. To keep abreast with latest technological institutions, distinctive characteristics are reflected through its goals and objectives.

What We Offer

- Diploma Courses : 06 Branches
 1. Civil Engg
 2. Computer Sc. & Engg
 3. Electrical Engg
 4. Electronics & TC Engg
 5. Mechanical Engg
 6. Mechatronics Engg

The Non-teaching Faculty (Lab Assistant) of the C.V. Raman Polytechnic are highly qualified and skilled and remained committed to bringing about rapid transformations in the field of technical education. CVRP imparts high quality education and training through its highly experienced, well qualified & Skilled, well-equipped Labs and unbeatable Centres of Excellence.

Where You Come In

We are looking for an energetic and dynamic pedagogue with a demonstrating mind-set to combine scholarly achievements & skilling excellence and service to the Polytechnic and Community for the position of Lab Assistant in the Polytechnic.

Duties & Responsibilities of Programmer / Laboratory Assistant / Technical Assistant / Workshop Instructor

1. Conducting practical experiments, assist faculty members and students during practical.
2. Preparation of chemicals and reagents, autoclaving/adjustment/calibration of instruments/glassware's, etc. before or during the practical as per the requirement.
3. To maintain register of Indent, Tools & Equipment, Furniture & dead stock and registers of consumable materials and to undertake physical stock verification of Laboratory materials and maintain Log books/history of Equipment/Issue register etc.
4. To assist the Laboratory In-charge (faculty) in purchase and procurement of Laboratory Tools & Equipments and consumable raw materials.
5. To report about breakage/damage/loss in Laboratory to Lab In-Charge/ HOD/ Principal.
6. To report to the HOD / In-charge of laboratory about in-disciplinary activities by students inside the laboratory.
7. To assist HOD / In-charge to procure requirements of the department seeking approval from the Principal/Administration and submit the requisition to Store/Purchase Department.
8. To calculate and report amount to be recovered from students towards general breakages in the laboratory.
9. To oversee neatness and cleanliness of Laboratories.
10. To oversee maintenance of live specimens /preserved specimens/ instruments/ glassware etc.

11. To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession & be punctual for duty and keep to their assigned schedule diligently.
12. To perform any other work/duties as and when assigned by the Principal/HOD/Asst Professor from time-to-time.
13. Prepare samples for testing using various types of laboratory equipment.
14. Perform laboratory testing & Prepare and maintain accurate laboratory records.
15. Label specimens accurately and distribute them to the appropriate department.
16. Perform quality control as directed by the HOD/In-Charge.
17. Maintain cleanliness of work area and all lab equipment and supplies.
18. Open and close the computer labs according to the IT Services schedule.
19. Take care for Switch on the workstations and air conditioners/ Electrical appliances before opening the labs and switch off before leaving for users.
20. Maintain issue register / Log Book / other register daily.
21. Assist Faculty / Lab in-charge / Internal examiner during conduct of practical examination.
22. To assist the HOD / Asst Professor / In-charge of Laboratory in routine administrative matters and to ensure that the Laboratory facilities are not misused by any person and also physical custodian of respective laboratories.
23. Assist Lab I in-charge / HOD to keep and maintain practical records for at-least 3 years
24. Perform any other work in the interest of the Institution / Management / Department assigned by the Principal/Head of the Department (HOD)/ Lab in-charge.

Who Are We Looking For

- First Class (60%) career through-out.
- Person having Diploma / Bachelor's degree in Engineering / Technology in the relevant branch with **First Class** or equivalent.

What We Expect from You as Programmer / Laboratory Assistant / Technical Assistant / Workshop Instructor :

High Professional Standards which promote and demonstrate Diploma core values of excellence, People Focused, Partnership Working.

For more details, visit us at <https://www.cvrp.edu.in>

Want to be a part of our Diploma Institution?

Please share your updated CV / Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.