



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail Us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description for Lab Assistant

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022 & 2023.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon’ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Pratiba Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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What We Offer

- Undergraduate Courses: 19
- Postgraduate Courses: 18
- PhD Programs: 15

Where You Come In

We are seeking a highly motivated and detail-oriented Lab Assistant to join our team. The ideal candidate will have a strong understanding of the lab equipment, & proficient at handling lab equipment & the preparation.

Supervision Details:

Immediate Supervisor: HOD

Indirect Supervisor: Registrar, Vice- Chancellor, Vice- President, President, CGU.

Job Location: Bhubaneswar CGU Campus

Duties & Responsibilities:

- Provides timely lab support to teachers, staff and students
- Maintains a schedule of preventative maintenance for all equipment and keeps adequate manuals and maintenance logs for equipment and parts
- Observes and reinforces safety and housekeeping procedures and protocol within the lab
- Maintains systems and procedures to track borrowed equipment and tools
- Recommends solutions to continuously improve lab operations
- Controls the distribution of consumable materials and ensures adequate inventory levels for supplies within the lab
- May assemble new or modified equipment such as servers, workstations, routers, switches and systems
- Receives, installs, maintains and assists with ordering of lab equipment and supplies
- Interacts regularly with suppliers regarding the purchases of new equipment
- Demonstrates the use of equipment within the lab
- Provides teaching assistance to new lab instructors during laboratory sessions
- Assists in the development and maintenance of teaching materials
- Supports Faculties and students in the design, planning and execution of student projects as required
- Performs teaching duties as required
- Contributes to the development of the Lab by observing and implementing University and system-wide policies and procedures, and by participating in extra-curricular activities and community events



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- Travels to other colleges/University to attend meetings, workshops and conferences as required
- Performs other related duties as assigned by the Reporting Authority.

Who Are We Looking For

- Minimum Qualification: Diploma/ Bachelor's in relevant disciplines
- Candidates with minimum 1 year Experience will be given preference

What We Expect from You as the Lab Assistant:

The ideal candidate is expected to have expertise in handling lab equipment & techniques, troubleshooting experiments & equipment, adhering to lab safety protocols.

For more details, visit us at <https://cgu-odisha.ac.in/>.



Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>