

## **Job Description**

### **Position: Lab Attendant (Civil Engineering Department)**

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#### **Main Purpose**

Lab Technician will be responsible for the maintains & upkeep of all the laboratory equipment and keep them in working order.

#### **Reports to: HoD**

#### **DUTIES/RESPONSIBILITIES OF LAB ATTENDANT**

- To keep the laboratory including equipment, clean.
- To maintain in entry/exit register in the Lab
- To count the number of equipment just after opening the lab and just before closing and inform any discrepancies to the lab in charge/system Analyst./immediate supervisor/HOD
- To assist Lab. Superintendent in conduct of Lab and repair work.
- To assist the UG/PG/Ph.D. students in conduct of lab experiments.
- To issue equipment/computer stationery to students as per requirement.
- Any other activity deemed necessary to run the laboratory smoothly.
- Any other duty assigned by lab Incharge/HOD.

#### **Qualifications**

- Graduate / B.Sc / M.Sc or Diploma / Degree (in the relevant discipline)

#### **Experience**

At least 1 -4 years' experience in the same field. Fresher with an excellent academic track record will also be considered.

Interested candidates can send their CVs by email ([amandeep.dhot@thapar.edu](mailto:amandeep.dhot@thapar.edu)) positively by 12<sup>th</sup> June 2019