

Annexure A

S. No	Name of service to be procured (as per details of column – 2 of Schedule –I of Part-B)	No. of Manpower Required	Nature of the duty to be performed by the contractually engaged manpower (as per details of column -3 of Schedule –I of Part- B)	Minimum Educational qualification with Experience (as per details of column -4 of Schedule –I of Part B)	Remuneration range / Consolidated Remuneration to be paid per month (as per details of column -5 of Schedule –I of Part B)	Tenure (In years) (as per details of column -6 of Schedule –I of Part B)	Remarks
1	Shop floor/ work shop Attendants (B.Sc / Diploma / ITI in Plastic Processing, Tooling, Testing, CAD/CAM)	2 2 1 1	<ol style="list-style-type: none"> 1. To execute production / job order as per the instructions of HOD's and as per ISO QMS. 2. To operate relevant machinery / equipment and maintenance of equipment / computers/machines in the laboratory/ computer lab/shop floor. 3. To mobilize and counsel Students. 4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 5. To impart practical training to students. 6. To maintain and monitor attendance of students as per ISO QMS. 7. To maintain and fill mandatory registers and formats as per ISO QMS. 8. To assist in routine laboratory works/ computer labs/ shop floor works. 9. To assist in daily needs of CIPET Centre and management of general activities assigned in the department or section, maintenance of records as per the audit requirement. 10. To ensure cleanliness of all machinery and shop floor/lab/workshop. 11. To label / code properly and display of specifications in the machinery / equipment. 12. Regular maintenance of m/c, equipment for – preventive and break down maintenance. 13. To ensure availability of safety kits/ poster display/ brochure etc. 14. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise. 15. To ensure calibration of machinery / equipment and maintain record. 	<p>Full time B.Sc / Diploma / ITI in the relevant discipline.</p> <p>Preference shall be given to the candidates with 1-year experience in the relevant discipline.</p>	<p>Rs. 15,000/ – to Rs.25,000/- p.m.</p>	<p>1 Year (Renewable upto 3 years based on performance and requirement)</p>	<p>Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement</p>
2	Laboratory Instructor	2	<ol style="list-style-type: none"> 1. To ensure cleanliness of laboratory space and operational functioning of machine and equipment of laboratory. 2. To conduct tests/ Practical as per standards/ SOP and to make entries test of results in required documents. 	<p>Full time First Class Graduate in relevant discipline. OR Full time First Class Diploma in relevant discipline.</p>	<p>Rs. 20,000/- to Rs.30,000/- p.m.</p>	<p>1 Year (Renewable upto 3 years based on performance and requirement)</p>	<p>Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on</p>

			<p>3. To perform data entry on computer and prepare test reports.</p> <p>4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</p> <p>5. To demonstrate the Lab equipment.</p> <p>6. To conduct practical classes as per syllabus, schedule and ISO QMS.</p> <p>7. To maintain equipment in proper working conditions in laboratory/ workshop.</p> <p>8. To perform all other duties and responsibilities as per the instruction of HOD's and maintenance of records as per audit requirements.</p> <p>9. To maintain and update the log sheets regularly.</p> <p>10. To report to I/C immediately about any defect or non-functioning of test equipment or machinery.</p> <p>11. To maintain records and registers pertaining to the assigned lab as per ISO and other applicable standards.</p> <p>12. To ensure safe-custody, documentation and disposal of test samples as per applicable norms and provisions.</p> <p>13. To ensure confidentiality of test results.</p> <p>14. To ensure availability of all lab equipment/ machines/ spares as per syllabus / affiliating university norms.</p> <p>15. To label / code properly and display of specifications in the machinery / equipment.</p> <p>16. Regular maintenance of m/c, equipment for – preventive and break down maintenance</p> <p>17. To assist/ impart practical training to students.</p> <p>18. To ensure availability of safety kits/ poster display/ brochure etc.</p> <p>19. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise as per Govt norms.</p> <p>20. To ensure calibration of machinery / equipment and maintain records.</p> <p>21. To maintain practical record note with regular updation.</p>	<p>01 year relevant post qualification experience.</p> <p>Practical workshop skills, as evident by knowledge of instruments and devices used within the laboratory, and other workshop tools and equipment.</p> <p>Strong troubleshooting and technical problem-solving skills.</p> <p>Strong oral and written communication skills.</p> <p>A high degree of computer literacy and demonstrated ability to integrate technology in the workplace.</p> <p>Perform teaching assignments as required.</p>			contractual engagement
3	Data Entry Operator (Hindi)	1	<p>To assist with all official correspondence and documentation in Hindi and Hindi Typing.</p> <p>Any other task as assigned by the Centre Head / In-charge of the concerned Department.</p>	<p>Full time Graduate in Hindi (Hons)</p> <p>Proficiency in Hindi typing</p> <p>1 year experience</p>	<p>Rs. 15,000/- to Rs.20,000/- pm.</p>	<p>1 Year (Renewable upto 3 years based on performance and requirement)</p>	<p>Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement</p>

4	Helper/ MTS	3	Multiple assistance/helping in the office/guest house/lab/ workshop/class room etc.	Minimum 8th Std. pass	Rs. 10,000/- to Rs.15,000/- pm.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement
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