

## Assistant Lab Analyst (QC Lab) - On Contract for Sikka Unit

<b>Post Code</b>	33/04/S
<b>Age Criteria</b>	Not more than 26 years as on the date of advertisement
<b>Qualification</b>	B. Sc (Inorganic/Organic/Analytical Chemistry) – 03 years full time course with minimum 55% marks from reputed university
<b>Experience</b>	Minimum 2 years of relevant experience in a chemical industry, excluding training
<b>Purpose</b>	Carry out QC related work, collect readings and analyze as per standard procedures.
<b>Roles &amp; Responsibilities</b>	<p><b>Routine Activities</b></p> <ul style="list-style-type: none"> <li>• Execute Quality Control related work and product analysis as per specification and standard operating procedures.</li> <li>• Setting up instrument calibration, preparations of laboratory reagents in safe and hygiene manner with accuracy. Literature survey for new methods and analysis.</li> <li>• Collect and compile samples analysis data and maintain log of results, timely sharing of the same in SAP, data management.</li> <li>• Developing and implementation of testing methods for new products</li> <li>• Maintain and improve the established lab safety practices,</li> <li>• Conversant with all analytical instruments to perform calibration/standardization of instruments or equipment</li> <li>• Oversee/check availability of equipment and chemicals to timely conduct analysis</li> <li>• Carry out the analysis as per given standard procedure.</li> </ul> <p><b>Safety and Environment Care:</b></p> <ul style="list-style-type: none"> <li>• Use prescribed PPE's to maintain personal safety</li> <li>• Maintain safety at laboratory by following safe practices</li> <li>• Prevent damage to environment and minimize wastage through proper action</li> <li>• Report near miss accidents / unsafe conditions</li> </ul> <p><b>Good-house keeping</b></p> <ul style="list-style-type: none"> <li>• Maintain general conditions e.g. keeping the functional area clean, proper disposal of wastes, etc.</li> </ul>

	<p><b>Improvement</b></p> <ul style="list-style-type: none"> <li>• Provide suggestions for improvement in process</li> <li>• Learn/adopt new working techniques</li> </ul>
<b>Key Performance Indicators (KPIs)</b>	<ul style="list-style-type: none"> <li>• Adherence to timeline for implementation of analysis</li> <li>• Accuracy of analysis performed and solution provided</li> <li>• Timely completion of all analysis</li> <li>• Promptness in action</li> <li>• Reduction in number of housekeeping violations recorded as part of housekeeping audit</li> <li>• Number of implementable suggestions</li> </ul>
<b>Skills</b>	Knowledge of computer operation is essential.
<b>Remuneration</b>	<p>The selected candidate shall undergo contractual appointment for 3 years and renewal shall be subject to satisfactory performance. On completion of contractual period, he/she shall be absorbed in regular grade of the Company subject to satisfactory performance and at that time shall be required to execute a Service Agreement to serve the Company for a period of 3 years. In case of breach, you shall be liable to pay the Company an amount of Rs.1,00,000/- (Rupees One Lakh only) in lieu of liquidated damages.</p> <p>Recruit shall be paid monthly lump-sum remuneration of Rs. 9,500/- per month. Annual increment of Rs. 500/- per month shall be given.</p>
<b>Job Location</b>	The position is primarily for Sikka Unit. However, it is transferable to any other location.