

## JOB DESCRIPTION

<b>1. Job Title</b>	<b>Lab Assistant (Full time)</b>
<b>2. Department</b>	<b>Physics</b>
<b>3. Reporting To</b>	<b>HMSS / HOD</b>
<b>4. Job Profile</b>	<b>To actively assist the science teacher in implementing the laboratory program for the students.</b>
<b>5. Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Opening &amp; Closing of Laboratories as per School schedule.</li> <li>2. Assisting the teacher concerned to carry out the Practical demonstration smoothly.</li> <li>3. To ensure all the equipment's and apparatus in the Laboratory are in effective working condition.</li> <li>4. 30 minutes pre hand preparation of Laboratory and student's area before every scheduled practical class.</li> <li>5. Cleaning &amp; tidying the lab with the help of Lab boy after every practical class.</li> <li>6. Timely maintenance and documentation of inventory for Laboratory equipment's and supplies.</li> <li>7. Regular update to the teacher In-charge regarding new supplies and equipment's requirement.</li> <li>8. Checking all electrical equipment with the Electrical Safety Testing and keeping records of faults found.</li> <li>9. Repairing minor damage in apparatus or arranging for major repairs.</li> <li>10. Constructing simple apparatus.</li> <li>11. Care of Lab Textbooks, Students' Records and Projects.</li> <li>12. Any other work assigned by school, time to time specially Prize giving or any other special occasion.</li> </ol>
<b>6. Additional Skills</b>	<ol style="list-style-type: none"> <li>1. Technical skill to repair minor damages in organized manner.</li> <li>2. Knowledge of handling latest apparatus in a safe and secure environment.</li> <li>3. Proficient knowledge of MS-office(MS-Word, Excel).</li> <li>4. Full time dedication to lab working.</li> </ol>

<b>7. Eligibility Criteria</b>	<b>Required Qualification : B.Sc. (Physics, Chemistry, Biology/ Math's)</b>
<b>8. Working Experience</b>	Min 2 years as full time lab assistant in school/college. Gap in job before March 2020 will not be considered.
<b>9. Salary</b>	<b>As per candidature regulated by the salary norms.</b>
<b>Apply online</b>	<b><a href="http://www.mayocollege.com">www.mayocollege.com</a></b>