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| **S. No.** | **Name of the Position (on contract basis)** | **No. of Positions** | **Age** | **Educational Qualification** | **Experience** | **Pay Package** |
|  | **Technical Manager****(Testing/Calibration)** | 4 (UR-1, OBC-2SC-1) | Not exceeding 48 years | Master’s Degree in relevant branch of Science or Bachelor’s Degree in Engineering / Technology / Pharmacy or equivalent from a recognized university. | Minimum 18 years experience in reputed laboratory / laboratory based research / Quality Assurance in Industry out of which 11 years experience in laboratory accreditation related activities. | Basic Pay Rs.37,600/- pm(Approx CTC Rs. 15.60 lakhs, p.a.) |
|  | **Accreditation Officer, Grade-II****(Testing & Calibration)** | 04(UR-2, OBC-1,SC-1) | Not exceeding 38 years | Master’s Degree in relevant branch of Science or Bachelor’s Degree in Engineering / Technology / Pharmacy or equivalent from a recognized university. | Minimum 10 years experience in reputed laboratory / laboratory based research / Quality Assurance in Industry out of which 4 years experience in laboratory accreditation related activities. | Basic Pay Rs.25,200/- pm(Approx CTC Rs. 11 lakhs p.a.) |
|  | **Accreditation Officer, Grade-I** **(Testing & Calibration)** | 01(OBC-1) | Not exceeding 33 years | Master’s Degree in relevant branch of Science or Bachelor’s Degree in Engineering / Technology / Pharmacy or equivalent from a recognized university. | Minimum 7 years experience in reputed laboratory / laboratory based research / Quality Assurance in Industry out of which 2 years experience in laboratory accreditation related activities. | Basic Pay Rs.21,000/- pm(Approx CTC Rs. 9.40 lakhs p.a.) |
| All the positions are on contract basis for a period varying from 3 to 5 years and extendable from time to time. CTC comprises HRA @30% of basic pay; DA as per Central Govt. Rules; Transport Allowance and DA thereon, EPF, LTC, Medical reimbursement, Medical Insurance Scheme, Children Education Allowance, Encashment of Earned leave, Performance related variable incentive etc. as per NABL norms.Age Relaxation for: OBC – 3 Years , SC/ST – 5 Years , Govt./Internal Candidate – 5 Years |

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| **Technical Manager**  |
| •  | Report to Director/ Technical Operations Manager  |
| •  | Supervision of operation of accreditation systems relating to laboratory accreditation as per ISO/ IEC 17025 and ISO 15189 and approving assessment at various stages of accreditation process  |
| •  | As a Group head to supervise in his/her Group operations of accreditation systems which includes o Laboratory Accreditation as per ISO/IEC 17025 & ISO 15189; o Monitoring of group activities  |
| •  | Helping management of NABL in Develop and maintain an information system for accreditation operations.  |
| •  | Interact with related bodies likes BIS, STQC, NPL, BARC, QCI, Industry Associations etc. and as an alternate member to Director/ TOM to participate in their activities.  |
| •  | Organise awareness programs on laboratory accreditation  |
| •  | Advice accounts wings in recovery of outstanding dues from the laboratories |
| •  | Any other work entrusted from time to time |
| **Accreditation Officer**  |
| •  | Report to Group Head.  |
| •  | Scrutinize application form, Quality Manual and application fees for compliance with the rules.  |
| •  | Propose assessors for assessment and briefing them.  |
| •  | Co-ordinate the Assessment process with Laboratory & Assessors.  |
| •  | Scrutinize the Assessment report for compliance with the procedure.  |
| •  | Communicate the Non-conformities to the laboratory.  |
| •  | Scrutinize compliance of Non-conformity as reported by the laboratory.  |
| •  | Scrutinize PT participation of the laboratory and corrective actions taken, if any.  |
| • | Prepare summary report and presentation to the Accreditation Committee. |
| •  | Prepare / issue of Accreditation Certificate.  |
| •  | Conduct / Co-ordinate Surveillance / Re-assessment as scheduled.  |
| •  | Co-ordinate with NABL administration for timely payment of dues by the laboratory.  |
| •  | Perform the duties as convener of various technical committees and accreditation committees as and when instructed by Director  |
| •  | Senior accreditation officers shall also be entrusted with the responsibility of Group head by Director and shall be responsible for the monitoring of the respective groupAny other work entrusted from time to time |