

POST

DIRECTOR [LABORATORY]

(On Contract / Deputation Basis extendable till 03 years)

JOB SPECIFICATIONS (ELIGIBILITY CRITERIA)

AGE (AS ON THE DATE OF RELEASE OF ADVERTISEMENT)

Not more than 55 years

Age shall be relaxed for candidates with relevant experience / expertise

POST QUALIFICATION EXPERIENCE (In organizations of repute)

Essential: Minimum 10 years in handling activities of Mineral Chemistry / Mineral Laboratory or similar area of which at least two years shall be in an Administrative / Management Role.

Class-I/Grade –A or equivalent employees from Central Government, State Government, Quasi Government, Semi-Government, PSUs etc. with relevant experience & qualification may also apply. *Such employees shall be taken on Deputation [With relevant rules, as applicable] subject to final selection & clearance from the Competent Authority. Employees are encouraged to apply for the process without having to produce the NOC during the selection process.*

Desirable: Exposure in Laboratories equipped with sophisticated Petrography instruments

EDUCATIONAL QUALIFICATION (Courses from any recognized Indian University)

Essential: M. Sc in Chemistry (Full time course)

Desirable: PhD in the field of Chemistry

JOB DESCRIPTION OF DIRECTOR (LABORATORY)

SCOPE OF POST (ROLE)

Handle end to end activities of the various laboratories of GMRDS and any other responsibility as handed from time to time by CEO or modified as per approval of GMRDS Board.

KEY ACTIVITIES

- ❖ Ensure that the Testing systems in the laboratory provide quality services in all aspects of test performance, i.e. the pre analytic, analytic, and post analytic phases of testing.
- ❖ Oversee the physical and environmental conditions of the laboratory and monitor their adequacy and appropriateness the tests performed.
- ❖ Safeguard the environment for employees from physical, chemical, and other hazards and develop processes so that safety and hazard accidents don't occur.
- ❖ Explore opportunities for expansion of the testing through study & purchase of new equipment to enhance service levels to customers.
- ❖ Take up activities for training personnel who are working in various laboratories
- ❖ Ensure availability of sufficient numbers of appropriately educated, experienced, and/or trained personnel to provide appropriate consultation, properly supervise, and accurately perform tests and report test results in accordance with the GMRDS processes.
- ❖ Review new test procedures and ensure SOPs are developed for its meticulous

implementation

- ❖ Handle day to day administrative activities of the Laboratories
- ❖ Develop mechanism in place for effective communication among management and all personnel in the laboratory to ensure timely delivery of sample reports to customers.
- ❖ Routinely review quality control and quality assessment activities to assure problems occurring within the laboratory are identified and corrected and the corrections are monitored for effectiveness and timeliness.
- ❖ Examine the possible need for programs / processes to identify & mitigate errors arising out of the test procedures and / or test results.
- ❖ Resolution of any complaints received against the laboratory, either from the staff, public or clients of the laboratory.
- ❖ Create mechanism to avoid the breakdown in instrument / equipment of the laboratory.
- ❖ Review a sampling of results obtained from procedures and their outcomes for verifying the accuracy of tests.
- ❖ Review a sampling of the analytical performances of test systems for acceptability based on the laboratory's criteria.
- ❖ Review the working of the laboratory from a commercial/revenue generation perspective.

Key Result Areas

- ❖ Reduction in cycle time to provide test reports for mineral samples
- ❖ Percentage error in the test results provided to customers
- ❖ Reduction in cycle time for processing of the test results
- ❖ Compliance of protocols within time
- ❖ Highly satisfied Customer feedback Survey Report
- ❖ Reduction in Breakdown time of equipment / instrument
- ❖ Timely calibration of instrument / equipment
- ❖ Number of Training Mandays
- ❖ Reduction in overhead costs
- ❖ Budget variances within acceptable limits
- ❖ Asset analysis within scheduled time
- ❖ Optimal Stock reorder level
- ❖ To move towards accreditation of the laboratory at national level norms and subsequently towards international level norms.
- ❖ Enhancing the Continuous Improvement programs

Location

Gandhinagar, Gujarat