



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
PaschimBoragaon, Garchuk, VigyanPath,Guwahati-781035

Advt. No.315

Date: 18/08/2021

RECRUITMENT NOTICE

Institute of Advanced Study in Science and Technology (IASST) invites application from professionals (including retired Government Officials) for engagement as a Technical Consultant (Project Coordinator) on contract basis, initially for a period of six months from the date of engagement which may be extended subject to the need of the institute, funding agency and satisfactory performance.

Details of the engagement are given below:-

| | | |
|----|--------------------------|---|
| 1 | Name of position | TechnicalConsultants (Project Coordinator) |
| 2 | Number of position | 1 (one) |
| 3 | Method of recruitment | Contract basis |
| 4 | Age limit | Candidates should be below 65 years of age as on the date of advertisement. |
| 5 | Period of contract | Initially for a period of six months from the date of engagement which may be extended subject to the need of the institute, funding agency and satisfactory performance. |
| 6 | Remuneration (per month) | Rs. 80,000/- (Fixed). No other allowances will be admissible. |
| 7 | Education qualification | Minimum Master's in Organic Chemistry/Analytical Chemistry/ Pharmaceutical Science from a recognised university. |
| 8 | Experience | Should have experience in setting up of NABL Testing Laboratory as per ISO/IEC 17025: 2017 for Chemical and Biological Testing andhaving at least 10-15 years of industrial experience. |
| 9 | Desirable qualification | The candidate should preferably be a trained/certified NABL Lead Assessor/Auditor. |
| 10 | Job description | The consultant shall be solely responsible for obtaining NABL accreditation for QA&QC laboratory in accordance with ISO/IEC 17025 2017. |

The terms & condition and scopes of work of the engagement of the Consultant (Project Coordinator) will be according to the enclosed Annexure I.

Submission of applications: Interested candidate, who fulfill the eligibility criteria, may submit their application in prescribed proforma (copy enclosed as Annexure II) in sealed cover super-scribed “Application for engagement as.....(name of the post) on contract basis in QC&QA project, IASST” which should reach this office at the following address **within 15 days** from the date of publication of this advertisement.

The Registrar,
Institute of Advanced Study in Science and Technology (IASST),
PaschimBoragaon, Garchuk, Guwahati – 781035, Assam.

Eligible candidates may also visit IASST’s website www.iasst.gov.in and submit their applications online along with supporting documents and curriculum vitae (CV) **within 15 days** from date of publication of this advertisement. Only short listed candidates will be called for the interview. The candidate should bring all necessary credentials at the time of interview. No TA/DA will be provided to candidate for appearing the interview.

Registrar, IASST

Detail of assignment along with scope of work for obtaining NABL accreditation for QC&QA laboratory, IASST, Guwahati

IASST, Guwahati (An autonomous institute under DST, Govt. of India) with the financial support from DBT, Govt. of India is establishing a NABL accredited quality control and quality assurance laboratory (QA&QC lab) for testing herbal and medicinal plant material/extract under a project mode. To render quality testing services, the accreditation of this laboratory from NABL is planned.

The Consultant shall be solely responsible for obtaining NABL accreditation for QA&QC laboratory. The activities to be carried out by the consultant for NABL accreditation in accordance with ISO/IEC 17025 2017 laboratory quality management system with details as under:

1. **Gap analysis:** Infrastructural changes requirement, calibration requirement, documentation system design requirement, any installation requirement of instruments, any other facility changes requirement.
2. **Sampling:** It will be the responsibility of the Consultant to formulate and design sample receiving procedures. The Consultant shall train staffs on sample receiving techniques, procedures, related documentation and storage both pre-test and post-test confirming to the definition laid down by NABL.
3. **Preparation of quality manual:** The Consultant shall prepare the quality manual of the laboratory as per NABL requirement in collaboration with the appointed Quality Manager and the laboratory In-charge.
4. **Preparation of Scope:** The Consultant shall prepare the scope of the laboratory as per NABL requirement in collaboration with the appointed Quality Manager and the Laboratory In-charge.
5. **Preparation of procedures:** The Consultant shall prepare the procedures, work instructions, guidelines, formats, lists, SOPs, documents related to risk assessment, CAPA, QMPS etc. in consultation with the Quality Manager and laboratory In-charge covering all activities of the laboratory to ensure compliance with ISO/IEC 17025 2017 and other NABL requirements for accreditation.
6. **Documentation handover and further changes as and when required**
7. **Implementation:** The Consultant shall be responsible for implementation of the quality management system of QC&QA laboratory as per NABL requirements.
8. **Test, calibration and certification of instruments and equipments:** The Consultant shall facilitate for calibration and certification of all instruments in the laboratory as per NABL requirements. The detailed calibration procedures are to be formulated and calibration of one or two plastic ware/glassware have to be demonstrated and the staffs to be trained. It will be the consultant's responsibility for maintenance of document for equipments/instruments, establishing traceability and advice if the equipments are to be tested and calibrated in-house or some external agency to be hired.
9. **Measurement of Uncertainty:** The Consultant will impart-

- Training for calculation of uncertainty in measurement with an idea of maintaining zero levels.
 - Estimation of Uncertainty in Measurement for minimum of two parameters.
10. **Proficiency training programme/inter laboratory comparison participation:** The Consultant shall facilitate the QC&QA laboratory, IASST for obtaining proficiency training programme/inter laboratory comparison as per NABL requirement covering the target scope of accreditation.
 11. **Facilitating for conducting management review:** The Consultant shall impart training for conducting management reviews of the quality management system to ensure compliance as per NABL requirements.
 12. **Record keeping:** The Consultant shall be responsible in training our laboratory staff in general procedures for maintaining various types of record including handling of CRMs, control of non-conforming testing, complaints and inadequacy reports of quality manual/application, corrective and preventive actions etc.
 13. **NABL application preparation:** The Consultant shall be responsible for filling up and sending the application form and all requirements for the same for QC&QA, IASST in consultation with the Quality Manager and laboratory In-Charge.
 14. **Pre-assessment and follow up evaluation:** The Consultant shall be responsible for pre-assessment of the implementation the quality system and documentation etc. ensuring total compliance to all requirement of NABL. He will also be responsible for taking necessary corrective action before final assessment of the system by the certification body.
 15. **Certification audit:** The Consultant shall remain present and assist during all audits by the certifying body including final assessment till the award of certification by NABL.
 16. **Closure of non-conformance:** The consultant shall be responsible for closure of non-conformance during Pre-assessment and final audit and ensure non-occurrence of non-conformity in consultation with the Quality Manager, laboratory In-Charge, Project Co-ordination Committee IASST, Director, IASST and Standing Monitoring Committee, DBT.
 17. **Miscellaneous:** Any other relevant aspect that may have been omitted but is essentially required for NABL accreditation and functioning of QC&QA laboratory in conformity to the requirement of NABL.

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