



**GUWAHATI BIOTECH PARK**  
**Technology Incubation Centre, Amingaon, Guwahati-781031**

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Ref: GBP/ 3.20.20/2024-25/5722

Date: 7.6.2024

**TERMS OF REFERENCE(TOR)**  
**HIRING OF FAB LAB TECHNICIAN**  
**FOR THE NIDHI PRAYAS CENTRE AT GUWAHATI BIOTECH PARK**

**A. BACKGROUND**

The Guwahati Biotech Park(GBP) was set up by the Government of Assam to promote business in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern region of the country. The major objective of the park is to facilitate faster growth of biotech industry and to accelerate the R&D activities in biotechnology and related fields with effective utilization of the rich natural resources of this region and to educate and utilize local human resources. The incubation labs nurture young entrepreneurs by providing them with ready space. GBP owns and manages the Technology Incubation Centre (TIC) which provides ready-to-use modular wet laboratories, fully furnished with core and shell utilities and specialized facilities viz. Central Analytical Instrumentation Facility, Micro-propagation, Bio-prospecting, Medicinal Plant Extraction, Fermentation, Utilities, Bioinformatics Facility etc with dedicated equipment for Sample testing, Sample Analysis, Method development and Validation services, Instrument Use Service(Short & Long Term) etc.

A PRAYAS Centre at Guwahati Biotech Park has been set up under the NIDHI-PRAYAS Program of Department of Science & Technology, Government of India –National S&T Entrepreneurship Development Board (NSTEDB). The PRAYAS Centre is a Fab Lab with electronics, metal work, mechanical equipment for enabling prototyping activities in various sectors of scientific endeavors. Seven PRAYASEES are currently on boarded in the PRAYAS Centre

The Chief Executive Officer of Guwahati Biotech Park now intends to hire one Fab Lab Technician for the PRAYAS CENTRE as per these Terms of Reference.

**B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

The Fab Lab Technician will report to the Chief Executive Officer, Guwahati Biotech Park and will support the PRAYAS CENTRE with the following responsibilities;

- Provide support for the incubatees and students, ensuring timely response and resolution of support and training requests
- Provide training to incubatees and students on the correct operation of PRAYASHALA equipment and software applications

- Install, test, maintain, troubleshoot, and document processes and instructions for PRAYASHALA software and equipment
- Manage inventory and budgets for consumables and equipment parts
- Help organize and deliver 3D printing, laser cutting, and other jobs for incubates, staff, Students etc.
- Maintain accurate records of training and repairs
- Assist the NIDHI PRAYAS team in report preparation, log book maintenance, Incubatee Selection/Assessment and other relevant documentation

### C. QUALIFICATION, EXPERIENCE AND AGE

- **Education Qualification:** Bachelor's Degree in Science (Honors in Physics/ Chemistry) or Bachelor's Degree in Engineering (any Branch) with not less than 55% marks
- **Work Experience:**
  - Experience in using and supporting the following software and equipment, or a proven ability to learn:
    - 3D modelling software
    - 3D printers, Scanners, and vinyl cutters
    - Shop tools including woodworking equipment and CNC machinery
    - AR/VR classroom applications and learning
    - Windows, Android, and Apple operating systems
    - Printers, interactive whiteboards, and Smart Board technologies
  - Networked computing environments and labs
  - Experience developing and delivering individual and group technical training
  - Strong time management, change management, and project management skills
- **Age:** Age of the candidate should not be more than 28 years as on 1st June 2024

### D. DURATION OF ENGAGEMENT, NOTICE PERIOD ETC

1. The duration of engagement of the Fab Lab Technician shall be initially for a period of 11 months. However, continuity of the contract beyond eleven (11) months will depend upon his/her performance and continuity of the Project. The decision of the Chief Executive Officer, Guwahati Biotech Park shall be final and binding in this regard.
2. The engagement may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason.

### E. REMUNERATION AND LEAVE

1. The remuneration is fixed at Rs. 25000/- (Rupees Twenty-Five Thousand only) per month. Taxes as applicable shall be dealt with as per applicable laws.
2. No other payment whatsoever shall be paid.
3. The provision of leave would be as per the applicable rule of Guwahati Biotech Park.

## F. OTHER TERMS AND CONDITIONS

1. Guwahati Biotech Park shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:
  - a) Withdraw the advertised post at any time without assigning any reason.
  - b) Fill up the post or leave it vacant and its decision in this regard shall be final.
  - c) Canvassing in any form will be treated as disqualified
  - d) Modify/cancel/withdraw any communication made to the candidate, even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process.
  - e) Disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate.
2. Persons who may have been selected/appointed based on wrong information provided by him/her may be terminated at any stage.
3. Persons who are currently employed must submit a “No Objection Certificate” from their current employer, if shortlisted for the Interview.
4. No TA/DA will be paid to the candidates for appearing in the interview/test.
5. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview/test.
6. Candidates may apply in the prescribed format through email to [nidhiprayasgbp@gmail.com](mailto:nidhiprayasgbp@gmail.com) or in hard copy addressed to the “Chief Executive Officer, Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031 within 15 days from the publication of this advertisement.
7. Shortlisted candidates will be communicated through email. Further clarification/corrigendum in this regard, if any, will be uploaded only on GBP website

Sd/-

(Chief Executive Officer)  
Guwahati Biotech Park