



Workshop Assistant (Architecture)

Navrachana University (NUV) invites applications for School of Environmental Design and Architecture.

Job Profile:

- The workshop assistant is responsible for the day to day safe and efficient running of the workshops in the School of Environmental Design and Architecture. In this position he will report to the Program Chair of the various programs of the School.
- The assistant is responsible for entering the purchased materials, consumables, fixings, fastenings and machine tools for use of the School in the Stock Register and issue as per need to ensure the smooth progression of projects through the workshop. An internal audit will be carried out randomly to ensure that the stock register is up to date and the stocks tally with physical verification.
- Daily attendance records of students have to be kept alongside individual records of what work is carried out and on which projects.
- The workshop assistant is responsible for the quality of the work carried out and performs incoming inspection of all parts and assemblies procured as well as the student work.
- In a potentially hazardous working environment the assistant is responsible for maintaining safe working practices, and ensuring everybody is conversant with this information.
- The Assistant will be responsible for the maintenance of the machinery and other equipment at the workshops and ensure general cleanliness. All Machines and Equipment to be in running condition, safe at all time. This includes cleaning, Oiling etc.
- The Assistant will Assist and Guide Students and Faculty for use of all machines and equipment.

Special Working Conditions

- The post holder will have to work out of hours occasionally.
- The post holder will have to travel within and outside of Vadodara occasionally.
- The post holder will be responsible for the upkeep of the machines in the workshop; both in terms of keeping the area clean as well as ensuring that the machines are working properly. If there are any issues with the machines, the same should be brought to the notice of the Program Chair and the Registrar's office.
- The post holder has to understand and appreciate that he is a service provider to the students who have taken admission at the University and will interact with them in a polite, friendly and supportive manner.

Salary: As per UGC and the University norms.

Interested candidates please e-mail your detailed CV with references to hr@nuv.ac.in with same subject line as that of the heading above.

Date of notification : 22 August, 2022

Last date for application: 31 August, 2022