



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर National Institute of Technology Silchar

(राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance)

www.nits.ac.in, Phone: 03842-242914, Fax: 03842-224797, Assam-788010 (INDIA)

Advertisement No. : NITS/ME/Calibration Lab/2024-25

Date: 23-04-2025

Applications are invited from Indian citizens for a temporary post of **Technical Manager** for an Industry-sponsored calibration laboratory in the Department of Mechanical Engineering NIT Silchar.

Position Overview	A skilled and detail-oriented Technical Manager is required at the Testncal laboratory in Mechanical Engg. Deptt. The Technical Manager will be responsible for conducting calibrations and testing, ensuring the accuracy of measurements, maintaining high-quality standards, and preparing reports for customers. Candidates having experience in calibration processes, knowledge of industry standards, and the ability to work with various types of equipment shall be preferred.
Job Position	Technical Manager
Name of the Laboratory	Testncal Laboratory, Deptt. of Mechanical Engg., National Institute of Technology Silchar
Type of Post	Temporary
No. of posts	01 (One)
Duration	Initially for 12 months (extension of services is subject to satisfactory performance)
Key Responsibilities	<ul style="list-style-type: none">•Calibration Execution: Perform calibration of instruments and equipment as per NABL guidelines, ensuring compliance with national and international standards. Based on requirement, on-site calibration may also be required to perform.•Instrument Testing: Test, adjust, and calibrate measurement instruments such as temperature, pressure, electrical, mechanical, and dimensional measuring devices.•Documentation and Reporting: Prepare detailed calibration certificates and reports, maintaining accurate records of all calibration activities.•Compliance and Quality Control: Ensure that all calibrations are carried out in adherence to NABL and ISO standards. Conduct regular audits and quality checks to maintain the integrity of the lab's calibration procedures.•Troubleshooting and Maintenance: Troubleshoot and repair instruments or equipment found to be out of tolerance or not functioning correctly. Regularly perform maintenance checks to ensure the proper working of calibration equipment.•Customer Interaction: Communicate with clients to understand calibration requirements and provide technical support or recommendations.•Calibration Scheduling: Coordinate with the team to schedule and prioritize calibration tasks based on customer needs and lab capacity.•Continuous Improvement: Contribute to the ongoing improvement of calibration processes, equipment, and lab facilities.

General Information and Terms & Conditions

1.	Age Limit	35 years (as on closing date of application)
2.	Essential Qualification	Bachelor's Degree or Diploma in Mechanical Engineering/Electrical Engineering/ Instrumentation Engg. or in a related field.
3.	Desirable Features	<ul style="list-style-type: none">• Experience of working in a calibration laboratory environment, preferably in an NABL-accredited lab.• Certification in calibration of range of instruments in the related disciplines is preferable.• Good communication skills with the ability to prepare reports and interact with customers.• Strong attention and good analytical skills.
4.	Salary/Emoluments	Rs.15,000/-
5.	Relaxation on qualification and age	Relaxation as per Government of India Rules and Regulations.
6.	Last date of receiving/submission of filled up application form	15.05.2025
7.	Reporting	Applicants are requested to submit their filled-up applications along with C.V. accompanying photocopies of all relevant documents with self-attestation to the address: Head of the Department, Mechanical Engineering, National Institute of Technology Silchar, Silchar-788010, Assam, India. Candidate should write " Application for the post of Technical Manager " on the top of the envelope containing the filled application form with relevant documents. Applicants are also requested to send the soft copy of the duly filled application along with C.V. & all necessary documents to the email- testncalmednits@gmail.com on or before 15.05.2025 up to 5 PM IST. Application received after that will not be accepted.
8.	Date of interview, time, and venue	The details regarding the interview process, date, time and venue will be intimated to the shortlisted candidates over email.
9.	Institute right	The Institute has the discretion to restrict the number of candidates to be called for the Interview on the basis of screening. No candidate may be recruited if suitable candidates are not found.
10.	Signing of the agreement	Selected candidates shall have to sign an agreement on working in the mentioned post at the time of joining to serve for 12 months (which may be extendable subject to satisfactory performance).

National Institute of Technology Silchar

FORMAT of APPLICATION

Paste recent
passport
size colored
photograph

1. Advertisement no. dated:
2. Name of the Post-
3. Department:
4. Name of the applicant (in block letters):
5. Father's/Husband's Name:
6. Date of Birth (DD-MM-YYYY):
7. Age as on 15-05-2025:
8. Postal Address:

E-mail:

Phone no.:

9. Permanent Address:
10. Nationality:
11. Marital Status:
12. Whether belongs to SC/ST/OBC/EWS/PwD: (If yes, attach certificate):
13. Educational Qualification: (Starting from Class X)

Exam. passed	Board/ University	Division	% age of marks / CPI	Year of passing	Subjects

14. Details of employments:

Sl. No.	Name of the Organization	Name of the post	Period	Scale of pay and present pay	Nature of duty

15. Any other relevant information that you may like to furnish:

Declaration

I declare that the above information are true and correct to the best of my knowledge and belief.

Date:

Place

Signature of the applicant