

## VACANCY NOTICE

### POSITION AVAILABLE AT BIOFOUNDRY, ICGEB, NEW DELHI

Lab Assistant (1 position)

Qualifications: BSc in any field

Salary – Rs 20,000 per month + HRA

The Department of Biotechnology (DBT), Govt of India, has funded a Biofoundry project at ICGEB to perform AI-ML-guided strain engineering of yeast and E. coli. The following position is available for the project initially for one year, which may be extended further based on the performance and the project's tenure. This is a temporary project position whose durations are only up to the tenure of the DBT-funded project

**Job Summary:** The **Lab Assistant** will be an **integral part** of the ICGEB Biofoundry team. This position is responsible for providing essential **operational and technical support**, ensuring the smooth, efficient, and safe functioning of all laboratory facilities. The assistant will handle the day-to-day **maintenance of equipment, preparation of critical reagents** under the guidance of senior researchers and Technical Managers.

#### Key Responsibilities

##### 1. Laboratory Operations & Maintenance

- **Reagent and Media Preparation:** Accurately and consistently prepare **media, buffers, and stock solutions** essential for various laboratory activities.
- **Facility Support:** Provide timely and consistent operational support across all Biofoundry facilities, including Molecular Biology I & II, Culture Rooms (Yeast and Bacterial), Bioreactor Room, and the GC Laboratory, and extend to other core laboratories as needed.
- **Equipment Upkeep:** Execute **routine cleaning, calibration, and preventative maintenance** on laboratory equipment daily to ensure optimal function and longevity.
- **Glassware Management:** Manage the efficient **cleaning, sterilization, and organization of laboratory glassware**.

##### 2. Inventory Management & Quality Control

- **Supplies:** Handle the ordering, receiving, and stocking of all lab materials.
- **Records:** Keep accurate digital and paper records and coordinate with Technical Managers.
- **Safety & Compliance:** Keep the lab clean, organized, and strictly following safety rules.

##### 3. Team Collaboration & Communication

- **Support:** Work effectively within a collaborative team environment, assisting **researchers, students, and other technicians** within the Biofoundry as required.
- **Reporting:** **Communicate clearly and proactively** with the Project manager and Technical Managers regarding supply levels, reagent readiness, record-keeping status, and any equipment maintenance issues.
- **Development:** Actively **participate in relevant training sessions** to enhance laboratory skills and safety knowledge.

Interested candidates should email their latest curriculum vitae and cover letter (Cover letter must mention pertinent skills) with a detailed description of relevant experience to [icgeb.biofoundry@gmail.com](mailto:icgeb.biofoundry@gmail.com) with **Subject "Application for <Laboratory Assistant> Biofoundry"**. Only short-listed candidates will be contacted for an interview.

Closing date for applications: 4th January 2026