

**Job Description**

Position	Trainee Calibration Engineer
Minimum Education	Bachelors degree in engineering (Mechanical, Electrical, Electronics, Instrumentation)
Division	Calibration and R&D
Department	Mass, Volume, Density, viscosity metrology Pressure & Vacuum Metrology FORCE Metrology Torque Metrology Electro Technical Metrology Thermal Metrology Humidity Metrology Flow Metrology Mass & Volume Metrology Viscosity & Density Metrology Fluid Flow Metrology Compliance/ Quality Department & PT Department
Location	Gurugram
Contact Details	Email: <a href="mailto:hr@farelabs.com">hr@farelabs.com</a> Mo.: 9821486579
Reports to (Position)	Head of Department (HOD)
Position Description; scope of the role	Carryout Calibration Conduct and organize onsite calibration Assist in Research Assist in training Assist in consultancy & advisory Assist in research papers publication
Supervisory & Line Management Responsibilities	<input type="checkbox"/> Calibration Executive(s) <input type="checkbox"/> Lab Technician(s)

### **Company Profile:**

FARE Labs Private Limited founded in 1999, based out of Gurgaon is a leading and prominent Commercial Testing, Calibration and Proficiency Testing Services providing laboratory institution of the country. **FARE Labs has been accorded the status of National Referral Laboratory (NRL).** FARE Labs is NABL (ISO/IEC 17025:2005) accredited and recognized by Food Safety and Standard Authority of India (FSSAI), Bureau of Indian Standards (BIS), Atomic Energy Regulation Board (AERB), Department of Scientific and Industrial Research (DSIR).

FARE Labs is Certified by ISO 9001:2015, ISO 14001:2004, OHSAS 18001:2001, ISO/IEC 27001:2013.

FARE Labs major business divisions are Testing, Calibration and Proficiency Testing. All the aforesaid three divisions in addition to the main business operation are further diversified into the predominant segment that includes Research & Development and Consultancy & Training. Testing divisions primary industry vertical cover Food and Agri, Water, Pharma, environment, Energy. Calibration division covers wide range of industry verticals including Mechanical, Electrical, Thermal and Chemical disciplines. Proficiency testing industry verticals comprise of testing & calibration laboratories and reference material production facilities (RMP).

### **Our Representative Customers:**

Our representative customer include: Nestle, ITC, GSK, Boing, MMTC Pamp, Fluke, Isotech UNICEF, Google, PEPSI, Coca Cola, Walmart, The Bill and Melinda Gates Foundation, Reliance Industries, HUL, Reckitt Benckiser, RSPL, MARUTI SUZUKI, Hero Motor Corp, HONDA, Mahindra & Mahindra, Patanjali, Honda Car India Ltd., Infosys, TATA Group, OPPO, Shapoorji Pallonji, Godrej, Panasonic, Airtel, MITSUBISHI, IFFCO, ICICI, Jindal Stainless Steel, United Spirits, Hector Beverages, DS Group, NCDEX, Bajaj Corp., KPMG, BCG, TERI, Citibank, JW MARRIOT, SAMSUNG, LG, STARBUCKS COFFEE, NOKIA, JABONG, CCD, Sodexo, Compass Group, Walmart, MEDANTA, Cadbury, Kraft Foods, Emami, Marico, Cargill, Mc Donald's, Domino's, KFC, Pizza Hut, Costa COFFEE, PERFETTI, MOTHER DAIRY, Dabur, BRITANNIA, PARLE, DANONE, DABON, ADM, IRCTC, Allana, Degremont, Adani, Accenture, Devyani International, Air India, Singapore Airlines, TajSATS, Louis Dreyfus, BUNGE, Oberoi Flight, Taj Hotels, Dawat Foods, World Vision, GAIN, MI, Hayat Hotels, Novotel Hotels, SUN Pharma, CONAGRA, Akshay Patra, Delhi Milk Scheme(DMS), NDDB.

FARE Labs maintains more than 1500 regular recurring accounts. FARE Labs also caters 2000 need based non-recurring accounts. FARE Labs has always been focused on adding passionate professional to its team of experts. We strive to make a positive difference in the lives of its resources and clients. We serve by searching for the best and brightest innovative and dynamic people in the market to work with it.

FARE Labs operates from three units, that all located in Gurgaon only. The total area covered is more than 1,00,000 sq.ft. FARE Labs currently employees more than 350 resources.

### **Other Business Interest:**

FARE Labs has one subsidiary engineering company in the name of simple plant and process solution Pvt. Ltd. (SPPS). SPPS is engaged in providing turnkey solution in the areas of oils & fats, Bio fuels, oleo chemicals, soap and detergents, compound cattle feeds, water treatment, environment engineering, effluent treatment and waste recycling. SPPS is a process and project engineering company head quartered in Gurugram.

SPPS has introduced state-of-the-art technologies in India in the waste recycling industry. Since inception SPPS has successfully completed over 50 projects in the countries such as India, Nepal, Bangladesh and UAE. SPPS has the unique capability to provide end-to-end project management solution

### **About the Company's Business:**

The business of the company primarily is the quality certification of the commodities, products, instruments, equipments, machineries, service and processes. Besides, second most important business the company into the contract research. The company is also intensively to the training and consultancy & advisory.

The Company's entire sale is Business-to-Business.

### **Position Summary:**

Trainee calibration engineer is an entry level executive position candidates will be placed in the position of calibration engineer, In this position candidates will be given charge of calibration of one category of instrument for defined parameters in their respective departments.

### **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

- To assist develop, implement and maintain the standards operating procedures (SOPs) for measurement and calibration in the laboratory for the parameters of requirement of the respective departments.
- To assist perform manual and automatic calibration of the instruments for the desired parameters per Annexure-1
- To assist develop and validate new methods for calibration.
- To assist maintain the calibration states of measurement standards/references/master standards regularly.
- To assist maintain records of laboratory machines/equipment/instruments
- To assist prepare instruments for their calibration against defined measurement standards.

- To assist the maintenance, history card and intermediate check for instruments.
- To assist ILC/PT of equipment.
- To assist carryout calibration job, take measurements/observation as per the procedure of calibration and maintain the records of measurement data.
- To assist perform data analysis and prepare calibration Reports/Certificates
- To assist conduct laboratory activities in order to assist in maintain quality management system
- Assist in Research
- Assist in Training
- Assist in consultancy & advisory

**Requirements - Skills, Knowledge and Abilities:**

- Graduate Degree/Diploma in Engineering/ Technology
- Excellent skill in computer operation.
- Excellent analysis skills.
- Strong detailed and organized digital and written documentation skills.
- First rate time management skills
- Self-motivated and self-directed
- Goal oriented
- Able to multitask and priorities
- Top presentation skills
- Excellent verbal and written communication skills.
- Strong ability to carry out task with very little supervision or independently
- Strong interpersonal relationship skills.
- Ability to easily solve varying degrees of problems relating to the work environment.
- Possesses an energetic and manual dexterity.
- Ability to work in dead line driven environment, while being flexible to handle urgency jobs as they arise.

**Expected Hours of Work:**

The employee must be available during the core business hours of 9:30 am to 7:00 pm to maintain full – time status.

**Travel:**

Travel to outstations and overnight stay may be expected for site sampling training and demonstration.

**Compensation:**

After completion of your training, your performance will be appraised, if we found your performance satisfactory we will offer you job.

<b>S. No.</b>	<b>Period</b>	<b>Level</b>	<b>Compensation INR, Total CTC Per month for B.Tech</b>	<b>Compensation INR, Total CTC Per Month For M.Tech</b>
1	1 <sup>st</sup> Year	Training Calibration Engineer	16000.00	20000.00
2	2 <sup>nd</sup> Year	Calibration Engineer	20000.00	21000.00
3	3 <sup>rd</sup> Year	Sr. Calibration Engineer	25000.00	31000.00
4	4 <sup>th</sup> Year	Dy Manager & Scientist/Asst. Manager	50000.00	50000.00
5	5 <sup>th</sup> Year	Calibration Manager	75000.00	75000.00