



भारतीय शिल्प संस्थान
INDIAN INSTITUTE OF CRAFTS & DESIGN, JAIPUR

Indian Institute of Crafts & Design

J-8, Jhalana Institutional Area, Jaipur - 302 004

Non-Teaching Vacancies on Ad-hoc basis at Indian Institute of Crafts & Design, Jaipur

Position : Wood Lab Assistant : 01

Eligibility Criteria for Wood Lab Assistant :

- 10th / 12th pass or ITI in Carpentry/Wood Technology.
- Basic knowledge of woodworking tools, machines, and laboratory equipment.
- Ability to maintain lab records and assist in practical classes or experiments.
- Knowledge of workplace safety and material handling.
- Candidates must have at least 5 years of experience in related field in an educational/training institute or in a reputed organization.

Position : Glass Lab Assistant : 01

Eligibility Criteria for Glass Lab Assistant :

- 10th /12th pass or ITI in Glass Technology or related trade from a recognized institute.
- Basic knowledge of Glass technology handling and preparation, Laboratory equipment and tools, Safety procedures in laboratories.
- Ability to maintain lab records and assist in practical classes or experiments.
- Knowledge of workplace safety and material handling.
- Candidates must have at least 5 years of experience in related field in an educational/training institute or in a reputed organization

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Position : Metal Lab Assistant : 01

Eligibility Criteria for Metal Lab Assistant :

- 10th /12th pass or ITI in Machinist or related trade from a recognized institute.
- Basic knowledge of Sheet Metal Cutting, bending, forming and operation of lathe, drilling, grinding, milling machines.
- Ability to maintain lab records and assist in practical classes or experiments.
- Knowledge of workplace safety and material handling.
- Candidates must have at least 5years of experience in related field in an educational/training institute or in a reputed organization

Position : Photography Lab Assistant : 01

Eligibility Criteria for Photography Lab Assistant :

- 10th /12th pass or Certificate/Diploma/ Degree in Photography/Visual Arts/Mass Communication /Multimedia/Digital Media or related field.
- Knowledge of DSLR/Mirrorless cameras lenses, Lighting techniques & tools, Photo composition and editing, Videography basics.
- Ability to maintain lab records and assist in practical classes or experiments.
- Candidates must have minimum 5years of experience in the relevant field, preferably working in an educational institute.
- Able to prepare images for Prospectus, Website, Social media, Annual reports, Newsletters and press releases.

Position :Project Cell Assistant : 01

Eligibility Criteria for Project Cell Assistant:

- Post Graduation in any discipline from a recognized university.
- Candidates must have minimum 5years of experience in the relevant field.
- Preference will be given to candidates having qualifications in Commerce, Management, Computer Applications, or Project Management.
- Good knowledge of MS Office (Word, Excel, PowerPoint) and office management software and strong communication and drafting skills in English and Hindi.
- Experience in handling project documentation, coordination, maintaining records of official correspondence and presentation.
- Knowledge of office work in government/educational institute, project procedures, budgeting, and reporting will be given preference.

