



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

SOFTWARE TECHNOLOGY PARKS OF INDIA

(Govt. of India, Ministry of Electronics & Information Technology)
ELITE Building, Gothapatna, PO-Malipada, Bhubaneswar-751003, Odisha
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ENGAGEMENT OF INSTRUCTOR FOR STPI FABLAB @ BHUBANESWAR

Software Technology Parks of India (STPI) has established a Digital Fabrication Lab (FabLab) at Bhubaneswar with funding support from Govt. of Odisha and in collaboration with the Fab Foundation, USA. The Lab is equipped with sophisticated computer-controlled machines and tools aimed at rapid prototyping of industrial as well as non-industrial products and is also capable of on demand low-volume manufacturing. The Lab promotes the Maker Culture by encouraging and empowering individuals, Do-it-yourself (DIY) enthusiasts, Artisans and Startups to design and create items and devices to meet specific needs.

The FabLab offers the following services with its state-of-the-art equipment:

- 3D scanning (Sense 3D Scanner);
- 3D printing (Sindoh 3DWOX closed-box professional 3D printer, FormLabs 3D resin printer, and Stratasys high-end 3D printer);
- Laser cutting (Epilog Fusion M2 laser cutter);
- Moulding and casting;
- CNC milling (ShopBot CNC Router and Roland SRM 20 mini CNC mill);
- Vinyl cutting (Roland DG GS-24 versatile digital cutter);
- Sawing (Band Saw and Scroll Saw); and
- Testing of electronic devices (Oscilloscope, Function generator, etc.).

The above services are affordable and offered with a provision for advance booking. The equipment can be used in multiple combinations to achieve product design and prototyping goals.

STPI intends to hire a **full-time FabLab Instructor on contractual basis** initially for a period of six months which may be extended up to 2 years if necessary. **Only those candidates with a valid Fab Diploma issued by the Fab Academy need apply.**

The details of the position are given below:

Position Title	FabLab Instructor
Main Base of Deployment	STPI FabLab, Gothapatna, Bhubaneswar
Work Hours	9:00 am - 6:00 pm, Monday through Saturday; In case of exigencies the work hours may be extended.

Remuneration	Suitable monthly remuneration will be decided by the interview committee.
Duration of Engagement	Initially for 6 months with possibility of extension based on need and performance up to 2 years
Benefit	Assistance can be extended in arranging affordable accommodation near the place of work if needed.
Duties and responsibilities	<ul style="list-style-type: none"> • Playing the key role as the onsite instructor for promoting the professional and skill development of the STPI employees undergoing the Fab Academy Training during the January - June 2021 session and providing necessary supervision, mentoring, guidance, demonstration of equipment, etc. to them as per the requirements of the Fab Academy curriculum • Keeping track of and maintaining inventory of consumables and spares at all times • Monitoring, sensitizing, and guiding the users of the machines at FabLab about the relevant safety measures and best practices followed in FabLabs • All day-to-day, routine, and periodic activities of the FabLab including ensuring that the equipment and software in the lab are properly maintained and are in optimal working condition • Preparation of a Standard Operating Procedure (SOP) for the FabLab • Teaching learners in the FabLab how to use the various software and machinery available in the lab • Working with various users and learners to assist them in their projects, provide guidance in the development of their projects, and direct them to the most appropriate combination of tools and resources • Planning and implementing outreach programs at schools, colleges, and technical institutions from time to time for awareness and training • Designing and conducting training programs for students, technicians, enthusiasts, and artisans on effective use of the equipment, machines, and the tools of the FabLab • Participating in training provided by equipment manufacturers • Maintaining confidentiality according to regulations, policies, and procedures • Performing all related duties as assigned
Abilities and characteristics	<ul style="list-style-type: none"> • Full proficiency in operating the FabLab equipment listed out hereinabove • Full professional competency (verbal and written) in English • Good interpersonal skills to communicate, coordinate, and liaise effectively • Knowledge of Hindi is desirable. • Willingness to take up additional assignments and responsibilities • Ability, knack, and ingenuity to propose suitable combinations of the capabilities/equipment of the FabLab to the users to achieve product design and prototyping goals • Good practical knowledge about the safety procedures and best practices followed in FabLabs • Ability to carry out regular maintenance and minor repairs of the equipment • Knowledge of various computer-controlled machines and the associated software • Ability to work independently and in teams and manage multiple tasks concurrently • Ability to deal with participants of various age groups and backgrounds

	<ul style="list-style-type: none"> • Ability to analyze, interpret, and follow instructions furnished in written, oral, diagrammatic, or schedule form • Proficiency in file management skills, Windows OS, Microsoft Office Suite - especially in Word, PowerPoint, and Excel • Ability to set up FabLabs of different scales and provide guidance and mentoring for the same • Ability to prepare technical proposals
Essential qualification	<ul style="list-style-type: none"> • Valid Fab Diploma issued by the Fab Academy, USA
Experience	<ul style="list-style-type: none"> • Minimum experience of three (3) years working in and/or managing a FabLab or Maker Space of repute after obtaining the above-said Fab Diploma • Good experience in operating the FabLab equipment including but not limited to the ones listed out hereinabove (3D scanning and printing, Laser cutting, Moulding and casting, CNC milling (ShopBot and mini CNC mill), Vinyl cutting, Sawing, design and testing of electronic circuits and devices, etc.)
How to Apply	Candidates shall submit their detailed CV prepared by addressing all the points in sequence which are listed out in the above-mentioned Duties and responsibilities, Abilities and characteristics, Essential qualification, and Experience sections BY EMAIL to dir.bbioffice@stpi.in along with a scanned copy of the relevant certificates / diploma / testimonials latest by the seventh day from the publication of the corresponding window advertisement in newspaper.
Selection Process	Short-listed candidates shall attend an online interview on 15.02.2021 from 10.00 am onwards. The selected candidate shall report for duty latest by 10.00 am on 22.02.2021 or, failing that, the offer letter will be given to a wait-listed candidate.
Other important conditions	Mere appearance in interview does not confer any right to appointment. A contract agreement and non-disclosure agreement shall be signed by the selected candidate. This appointment is done purely on a contractual and full-time basis and shall have a lock-in period of six months due to the sensitive nature of the Fab Academy training. In case the candidate wants to breach the agreement during the lock-in period for any reason whatsoever, he/she shall serve a 2 months' notice period or pay a sum equal to 2 months' remuneration. The contract shall expire automatically on completion of the lock-in period unless extended by STPI in writing. In case STPI is not satisfied with the performance of the selected candidate, it shall have the right to terminate the contract by giving a week's notice. STPI reserves the right to discontinue the process leading to engagement of the FabLab instructor based on changes in its need anytime without any notice and without assigning any reason thereof. The decision of the competent authority of STPI shall be final in case of any dispute.
Clarifications	In case any clarification is needed, Prof. Ashok Panda, Consultant, STPI Bhubaneswar may be contacted on 9937222399.

Sd./- Director
