

JOD DESCRIPTION: Facility Manager Clean Room

A state of the art clean room facility has been commissioned at BITS - Pilani, Hyderabad Campus on the Hyderabad Campus. Two classes of clean room have been made to function, namely, Class 100 (ISO – 5) and Class 1000 (ISO – 6). The working area for each of these classes is 159 sq. ft. and 412 sq. ft. respectively. Out of these two environments, the Class 100 facility has also been converted into a yellow room which is required for photolithography process. Currently, the facility holds equipment such as Wet Bench, Spin coater with UV curer, UV exposure system, Electron Beam thin film coating unit, Tubular Programmable Furnace and Probe Station equipped with source meter. The cleanroom facilities will evolve in order to meet current and future user needs; therefore the range of duties set out below is indicative and not prescriptive. The person appointed will be expected to demonstrate flexibility and adaptability to meet the developing needs of these facilities.

Name of the position	Facility Manager Clean Room
No. of position	One
Division / Unit	Clean Room
Reports to	Head of the Department/Incharge – Clean Room
Salary & other benefits	5- 6 Lakhs per annum
Qualification, Experience & Skills	<ul style="list-style-type: none">• MTech/PhD in Electrical / Electronics / Instrumentation / Mechanical / Chemical or related areas.• Preference will be given to candidates who have adequate exposure in handling Clean Room and its various equipment. Also experience of management and supervision of technical, contract and research staff.• Good knowledge of written and spoken English.• Ability to operate a computer and working knowledge of MS Office. Also ability to edit technical and management reports and technical language in a clear and concise manner.• Good timekeeping and dedication with ability to work independently and in a self-starting mode. Also experience of utilizing online laboratory and equipment management systems to deliver an efficient service would be desirable.

DUTIES AND RESPONSIBILITIES

- Serves as the primary person for the Clean Room to liaison with various facility user groups (internal and external), facility operations and engineering teams, and other stakeholders to ensure timely input of information, manages expectations, resolve conflicts and facilitates decisions.
- Works closely with all the stakeholders to ensure compliance with all Laboratory policies, and guidelines.
- Be actively involved in the development and implementation of technical specifications for the equipment and processes within the cleanrooms, with specific emphasis on the creation of a well organized and efficient clean room facility to the highest standards.
- Establishes the project budget, and maintain approved scope, schedule, and budget.



- Prepares requests for proposals in close collaboration with the faculty members.
- Provide technical support and assistance to students, research scholars and faculty.
- Prepare and maintain the standard operation protocols for each instrument. To ensure that the clean room facility and specialty systems are fully operational and comply with the BITS Hyd general health and safety standards, local environmental safety standards and appropriate quality assurance standards.
- Coordination with concerned HOD/Faculty In charge during the lab session
- Knowledge of Chemical composition, structure, and properties of substances and of the chemical processes and disposal methods.
- Set up and conduct experiments, tests, and analyses for various cleanroom processes
- Familiar with the aforementioned Cleanroom equipment
- Knowledge about various characterization tools such as, XRD (X-Ray Diffraction), SEM (Scanning Electron Microscope), DSC (differential Scanning Calorimeter) and other major instruments used for material characterization.
- To ensure the facility is responsive to scientific needs, map research problems onto the clean room toolset, and provide enhancements designed to further the scientific and educational mission of the facility.
- Respond appropriately to emergencies or urgent issues as they arise and see resolution.

