Advertisement for Facility Manager, Process Engineer and Project Staff in the Nano-X Cleanroom Facility @ IIT Hyderabad

Background: Nano-X at IIT Hyderabad is a centralised nanofabrication centre housing semiconductor manufacturing tools in a Class 10000 (1400 sq. ft) and Class 1000 (500 sq. ft) cleanroom. These tools enable the fabrication of nanoscale devices for research needs. The X in Nano-X stands for electronic/photonic/MEMS devices. The equipment in the Nano-X facility is used to carry out the semiconductor processing steps, such as lithography, deposition, etching, and bonding, for research and academic purposes.

IITH is looking to hire staff for the **Facility Manager, Process Engineer and Project staff** positions. The hired staff will report to the faculty team supervising the cleanroom facility. The details of roles and responsibilities are given below.

The link for submitting applications is https://forms.gle/7shVJQCGBTJxvaQ86. (Please fill out the Google Form and upload your CV). Only applications submitted through the Google form above will be entertained.

Last Date for Applications: 26th Feb 2025 or until a suitable candidate is found.

1. **Facility Manager (No. of positions - 1):**
   a. **Job Description**
      i. Act as a Single Point of Contact (SPOC) between cleanroom staff and the user community, ensuring alignment with academic and research objectives.
      ii. Manage daily operations of the semiconductor cleanroom facility, including user training, access control and process monitoring and development.
      iii. Implement and enforce safety protocols, procedures, and best practices to ensure a safe working environment for all users and staff.
      iv. Oversee and assist in new equipment setup and troubleshoot equipment repairs in coordination with vendors and technical staff.
      v. Ensure proper documentation of SOPs, calibration and service history.
      vi. Prepare periodic reports on facility usage, equipment performance, and budget expenditures as required by the facility in charge or funding agencies.
      vii. Assist in defining national-level nanofabrication and other training programs and proposals. Take full responsibility for coordinating and executing training programs and associated project reporting.
      viii. Explore fund-raising opportunities through non-technical channels like CSR and donations.

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b. **Qualifications, Tenure and Remuneration**
   i. Any bachelor's degree with **at least 15 years of experience** in R&D/Defence/ Government sector in technical roles involving preventive maintenance, user training, technical documentation, and training. Exposure or work experience in cleanroom facilities is desirable.
   ii. Initial tenure is for 11 months (Extendable upon satisfactory performance)
   iii. Remuneration will be decided based on the applicant's experience and skill set

2. **Facility Process Engineer (No. of positions - 2):**
   a. **Job Description**
      i. Responsible for operation, maintenance and user training on semiconductor process equipment such as lithography, deposition and etching tools in a cleanroom.
      ii. Responsible for planning and conducting user training sessions, process monitoring, and developing new process recipes.
      iii. SOP and other technical documentation and consumable management.
      iv. The candidate is expected to give technical inputs for research and industrial projects and actively maintain equipment.
      v. The candidate will report to the facility manager and work as part of the cleanroom team to assist the user community in achieving academic and research objectives.
   b. **Qualifications, Tenure and Remuneration**
      i. Applicants should have completed B.Tech/B.E/M.E/M.Tech/M.Sc (Electrical, Electrical and Electronics, Materials, Physics or related subjects) with atleast 60% marks or higher. Should be willing to work in the shifts when necessary.
      ii. **Knowledge of nanofabrication techniques such as lithography, deposition and etching is essential**.
      iii. Initial tenure will be for 11 months (Extendable upon satisfactory performance.
      iv. Remuneration will be up to Rs. 35,000/- per month based on the qualification and experience of the candidate.

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3. **Project staff (admin) position (No. of positions - 1):**
    a. **Job Description**
        i. Responsible for handling financial aspects of the research projects and cleanroom operations involving preparing PO, payments, receipts (invoices), cash advances, and reports with high integrity and paying attention to details.
        ii. Preparing monthly expense (debit/credit) reports and interfacing with relevant stakeholders to ensure smooth operations.
        iii. Liaising with the SRC office to maintain accurate and timely project income/ expenditure records and UC/SoE. Good documentation practices and tracking physical/digital assets.
        iv. Scheduling meetings, coordinating travel & logistics, planning & organising formal/informal events
    b. **Qualifications, Tenure and Remuneration**
        i. Applicants should have completed any bachelor's degree (3 yr or 4 yr).
        ii. Ability to work in a collaborative team environment & comfortable in networking and reaching out to people as needed
        iii. Additional skills like content designing and editing using software for posters and videos, managing social media accounts & updating web pages would be a plus.
        iv. Initial tenure will be for 11 months (Extendable upon satisfactory performance).
        v. Remuneration will be up to Rs. 25,000/- per month based on the qualification and experience of the candidate.

If you have any questions, email sgsingh@ee.iith.ac.in. or naresh@ee.iith.ac.in. or shubhadeep@ee.iith.ac.in.