



# Training & Placement Cell

## Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date – July 22, 2022

### NOTICE

Subject: Job Openings for B Sc B Com B A BBA MBA Students at Accuprec Limited



**ACCUPREC<sup>®</sup>**  
RESEARCH LABS PVT. LTD.  
Ultimate solution...

## WE ARE HIRING !

FOR IMMEDIATE JOINING

Role	Qualification	Experience	Job Description
Executive (Store)	B.Sc. / B.Com / BA or equivalent-education	0 - 2 years	1. Receipt, review, verification, storage and maintenance of stock of all store items including materials, reagents, chemicals, glassware and other miscellaneous items. 2. Preparation and handling of gate-pass of material/Document.
Executive (Chemical Handling)	B.Sc. or equivalent-education	0 - 2 years	1. Handling, managing, distributing chemical. 2. Recording and Maintaining chemical distribution records.
Jr. HR Executive (HR)	Diploma / BBA / MBA or equivalent-education in HR domain	0 - 2 years	1. Recruitment, Day-to-day operations of the HR functions and duties. 2. Good command on English language, Required computer literate in Microsoft Suite (especially Excel, Word, PPT) <b>Preference: Male Candidate</b>
Sr. Executive (IT)	M.Sc./ BE / MCA (IT)	5 - 8 years	1. Should aware of ISMS policies and guidelines, Systems Management, IT infrastructure, installing & configuring servers, IT inventory, Host & manage websites, IT deployment, IT Budgeting, Managing Web servers 2. Installing windows operating systems, software, Sharing files and printers within the network 3. Maintain Server Room, maintain relationship with Vendors. Maintain all office Computers & Laptops & maintain IT related documents & records. 4. Look out CCTV Camera & Access Controls, Good knowledge of end-to-end IT infrastructure processes. 5. Preparing and Maintaining IT related SOPs.
Sr. Executive (ED)	BE (Mechanical-Engineering)	5 - 8 years	1. Maintenance of HVAC, AHU and related all items, Maintenance of other utility equipment's like Air Compressor, DIG set, Hot water System, RO water system etc. to handling documents IQ-DQ-DQ-PQ of equipment's should be knowledge of Calibration and Validation of Equipment's. 2. Should be knowledge about cGMP and GDP procedure for Utility System. 3. Maintain and repair electrical, plumbing, ventilation and other building systems, evaluating problematic systems of facilities and determining. Must have the experience of SOPs and regulatory audits

**\* Positions Open For Ahmedabad Location**

Interested candidates send their resume on mail ID :  
**career@accuprec.in**  
(Mention your In-Hand Salary, Expected Salary, CTC)  
For any Inquiry, Contact : 90999 32105

**Salary no bar for right candidate**

Note : Candidates must have exposure of Pharma regulatory approved organisations (USFDA, MHRA, Eu and other Major regulatory bodies)

Those who are interested and fulfilling above mentioned job profile are requested to send copy of CV at above mentioned address immediately.

In case of any query, please feel free to contact me.x`

**ANIL MISHRA**  
( Training & Placement Officer )