

Project under DST- CoE project on
“Center of Excellence for Agricultural Waste Management”

JOB PROFILE OF SCIENTIFIC ADMINISTRATIVE ASSISTANT/FIELD WORKER

Designation of post	Pay scale	Qualification prescribed	JOB PROFILE
Scientific Administrative Assistant/Field worker	Rs. 19800/- (Rs. 18,000 + 10% HRA) per month Fixed	Graduate Degree in any discipline (BVSc& AH / BSc/ MVSc / MSc) candidate having knowledge of relevant laboratory techniques and computer skills	He/She shall be responsible for 1) Maintenance, management & proper utilization of laboratories equipments, tools & store etc. 2) Maintenance management & proper utilization of livestock 3) Procurement of required materials and consumables etc. for project 4) Execution of research work as per technical programme of the project. 5) Collection and analysis of samples as per requirement of project. 6) Collection and digital compilation of survey and project data. 7) Preparation of project reports, manuscripts, extension materials etc. 8) Execution of field survey, camps and trainings etc. 9) Any other work assigned by the Principal Investigator& Co-PIs.

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