

## ANNEXURE- I

### CHARTER OF DUTIES FOR ASSISTANCE IN FIELD WORK AT HAYATHNAGAR RESEARCH FARM THE LIST IS ILLUSTRATIVE

Sl. No.	Particulars	Detail of work to be done	Job clarification
1.	Assistance in Field work in research farm	The job consists of soil and plant sampling, processing of samples, manual threshing of crop and tree seed samples, cleaning of bunds/channels, composting and manure preparation, tree seed collection, transporting and loading operations, manure/fertilizer application, crop residue application, sowing and land preparation, thinning and gap filling, animal grazing, feeding, intercultural operations etc.	One job need approximately one unit to be completed in one day
2.	Assistance in Farm work in research farm	Moisture measurement, field observations and measurements, spraying of pesticide/ weedicide, nursery raising, transplanting, pruning, plant breeding activities, livestock vaccination, de-worming and other livestock related observations, field lab work etc.	One job need approximately one unit to be completed in one day
3.	Weeding	Manual weeding and complete removal of the weed with roots and not just cutting the weeds at ground level and dumping the removed weeds outside the field etc or as directed by Indenter	Approx 50 units are required per hectare
4.	Harvesting and packing of crops	The job includes harvesting, bundling and transporting of harvested crops to the threshing floor etc	Approx 25-30 units are required for the operation for a hectare
5.	Mechanical/manual threshing of crops	Threshing of crops using mechanical thresher cleaning, manual threshing, bagging all crops	Approx one unit to thresh and clean about 2 quintal. per day
6.	Digging of pits for plantation of horticultural and other tree crops	Pit size 3x3x3 ft	Approx two units are required to dig about 3 to 4 pits in a day
7.	Irrigation of Crops/ trees	Transportation and laying of irrigations pipes and irrigation by flooding/sprinklers/drips/rain gun / manual irrigation etc	Approx 5-7 units are required per hectare for the work
8.	Weeding/ mulching of horticultural	In horticultural crops and basin making and cleaning etc.	Approx 20-25 units are needed for one hectare

Sl. No.	Particulars	Detail of work to be done	Job clarification
9.	Supply of FYM	Supply of good quality FYM (Fresh cow dung will not be accepted)	Including handling charges
10.	Cook Skilled	For training hostel (Trained qualified cook, having good knowledge of kitchen)	Preparation of meal for the day which include, Breakfast, Lunch, Dinner (for 2 to 50 units)
11.	Assistant Cook semi skilled	To support cook in preparation of tea, snacks and food in the canteen/ Guest house and serving to the Guest and utensils cleaning, upkeep of toilets and rooms in tidy condition, including surrounding areas.	Support of cook during Preparation of meal.
12.	Tractor Driver having valid licence Highly Skilled	Tractor driving in research farm for field preparation, leveling, other related work.	Tractor and diesel will be provided by the Institute
13.	Plumber Service Skilled	The job involves day to day repair and maintenance work, operation of regulating valves for water supply to laboratories and colony, fitting pipes, valves etc, release of water and other work related to plumbing etc.	All the required tools for the work will be provided by the Institute.
14.	Tree census work	Debarking at breast height, painting, counting and numbering etc.	Approx. one job needs one unit per 20 trees in a day
15.	Farm implements/ machinery fabrication assistance Highly skilled	Cutting of materials, shaping, drilling, welding, assembling of units, painting, assisting in field testing and demonstration, maintenance of various implements and machinery	Approx. one job needs two units in a day
16.	Crop watch and ward	Bird/animal scaring and watch and ward during cropping season including day and night	Two units can perform one job covering 2 ha cropped area
17.	Bullock drawn operations	Ploughing, sowing and intercultural operations	One unit needed for one acre in a day
18.	General farm maintenance	General cleaning, bush clearing, grass cutting, peripheral and internal road maintenance, cleaning of water ways and any such operations as desired by farm superintendent	Two units per day per job

**ANNEXURE- II**

**CHARTER OF DUTIES FOR ASSISTANCE IN FIELD WORK AT GUNEGAL RESEARCH FARM**  
**THE LIST IS ILLUSTRATIVE**

Sl. No.	Particulars	Detail of work to be done	Job clarification
1.	Assistance in Field work in research farm	The job consists of soil and plant sampling, processing of samples, manual threshing of crop and tree seed samples, cleaning of bunds/channels, composting and manure preparation, tree seed collection, transporting and loading operations, manure/fertilizer application, crop residue application, sowing and land preparation, thinning and gap filling, intercultural operations etc.	One job need Approximately one unit to be completed in one day
2.	Assistance in Farm work in research farm	Moisture measurement, field observations and measurements, spraying of pesticide/ weedicide, nursery raising, transplanting, pruning, plant breeding activities, field lab work etc.	One job need Approximately one unit to be completed in one day
3.	Weeding	Manual weeding and complete removal of the weed with roots and not just cutting the weeds at ground level and dumping the removed weeds outside the field etc or as directed by Indenter	Approx 50 units are required per hectare
4.	Harvesting and packing of crops	The job includes harvesting, bundling and transporting of harvested crops to the threshing floor etc	Approx 25-30 units are required for the operation for a hectare
5.	Mechanical/ manual threshing of crops	Threshing of crops using mechanical thresher cleaning, manual threshing, bagging all crops	Approx one unit to thresh and clean about 2 qtl. per day
6.	Digging of pits for plantation of horticultural and other tree crops	Pit size 3x3x3 ft	Approx two units are required to dig about 3 to 4 pits in a day
7.	Irrigation of Crops/trees	Transportation and laying of irrigations pipes and irrigation by flooding / sprinklers / drips/rain gun / manual irrigation etc	Approx 5 – 7 units are required per hectare for the week
8.	Weeding/ mulching of horticultural	In horticultural crops and basin making and cleaning etc.	Approx 20-25 units are needed for one hectare

Sl. No.	Particulars	Detail of work to be done	Job clarification
9.	Supply of FYM	Supply of good quality FYM (Fresh cow dung will not be accepted)	Including handling charges
10.	Cook Skilled	For training hostel (Trained qualified cook, having good knowledge of kitchen)	Preparation of meal for the day which include, Breakfast, Lunch, Dinner (for 2 to 50 units)
11.	Assistant Cook semi skilled	To support cook in preparation of tea, snacks and food in the canteen/ Guest house and serving to the Guest and utensils cleaning, upkeep of toilets and rooms in tidy condition, including surrounding areas.	Support of cook during Preparation of meal.
12.	Tractor Driver having valid licence Highly Skilled	Tractor driving in research farm for field preparation, leveling, other related work.	Tractor and diesel will be provided by the Institute
13.	Plumber/ Electrician Service Skilled	The job involves day to day repair and maintenance of plumbing and electrical works, operation of regulating valves for water supply to laboratories and colony, fitting pipes, valves etc, release of water and other work related to plumbing etc.	All the required tools for the work will be provided by the Institute.
14.	Tree census work	Debarking at breast height, painting, counting and numbering etc.	Approx. one job needs one unit per 20 trees in a day
15.	Crop watch and ward	Bird/animal scaring and watch and ward during cropping season including day and night	Two units can perform one job covering 2 ha cropped area
16.	Bullock drawn operations with bullock pairs and tools	Ploughing, sowing and intercultural operations	One unit including a pair of bullocks and tools needed for one acre in a day
17.	General farm maintenance	General cleaning, bush clearing, grass cutting, peripheral and internal road maintenance, cleaning of water ways and any such operations as desired by farm superintendent	Two units per day per job
18.	Farm watch and ward	General watch and ward of experimental fields and all other facilities	Nine units are needed per day to perform this job

**ANNEXURE- III****CHARTER OF DUTIES FOR ASSISTANCE IN LABORATORY WORK****THE LIST IS ILLUSTRATIVE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Detail of work to be done</b>	<b>Job clarification</b>
1.	Assistance in laboratory work	Cleaning, washing of glassware, plastic ware, lab and lab equipment, filling, soil and plant grinding, drying, sample processing, bagging/netting etc.	One job need approx. one unit to complete in a day
2.	Assistance in laboratory work	Media/diet preparation, sterilizations, counting, weighing, pot irrigation etc.	One job need approx. one unit to complete in a day
3.	Assistance in laboratory work	Measurements with instruments, working on equipment, centrifugation, sample shaking and extractions, harvesting etc.	One job need approx. one unit to complete in a day
4.	Assistance in laboratory work	Recording observations, inoculations, culturing, estimations, crossing, preparation of reagents, testing of protocols, standardization etc.	One job need approx. one unit to complete in a day

**ANNEXURE- IV**

**CHARTER OF JOB WORK FOR MAINTENANCE OF LAWNS, ORCHARD, GARDEN,  
EXPERIMENTAL CROP AREA, UNCULTIVATED PREMISES IN CRIDA MAIN CAMPUS**

<b>Sl. No.</b>	<b>Particulars of job work</b>	<b>Job clarification</b>	<b>No.of job units expected per month</b>
1.	<p>Maintenance of approximately 18 acres area including lawns, garden, orchard, residential premises, experimental crop area etc.</p> <p>Unskilled activities include cutting and disposal of grass/stones and pebbles, bed preparation, pit making, transporting and mixing, transporting and mixing of manure, nursery raising, potting and repotting, planting, pruning/uprooting of shrubs, trees, hedges and ornamental plants, basin making, earthing-up, lawn maintenance, sowing, watering, weeding, preparation of compost, cleaning of drainage channels and water tanks, lifting and transporting of stores items, produce harvesting, threshing and transporting etc.</p>	One unit to complete one job unit per day	900 work unit

**ANNEXURE- V****CHARTER OF DUTIES FOR ASSISTANCE IN OFFICE WORK****THE LIST IS ILLUSTRATIVE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Detail of work to be done</b>
1.	Office Assistance job. (skilled)	Typing English & Hindi on computer, Bill preparation, data entry, diary & dispatch, stock entries, scanning, printing, preparation of graphs, slides etc.
2.	Assistance in Accounts work (skilled)	Posting of account vouchers in accounting software, different ledgers, making of balance sheet, P&L account in computer software, knowledge in working with Tally/Teller 4 gold / and other softwares.
3.	Assistance in Computer cell & related work (Highly skilled)	Knowledge of Computer maintenance and understanding in computer programming & software, web designing and uploading of data in the website EPBX(intercom)/LAN related work, preparation and presentation of Slides on computers during meeting/ conferences etc.
4.	Secretarial / Web assistance to Head of Division/ Office (skilled)	Secretarial Assistance to Filling, documentation, downloading circulars from website, sending e- mails/ scanning documents, compiling, maintenance of all records/register, liasioning with finance and administration units of Institute/ other Govt. department and any other duty assigned by Head of Division/Office. Documentation, preparing draft reply of letters/official letters (hindi/English typing)/ TDS returns on computer. Full working knowledge of all computer softwares.
5.	Assistance for Library work (Skilled)	Assisting in Issue of books, entry of books in library register, processing library bills, data entry in library software, library related information retrieval from website.
6.	Multi Task Assistance (unskilled)	Carrying of files, distribution of note/Circulars to different Divisions/units, cleaning and maintenance, Dusting of office furniture arranging drinking water, Xerox work/ museum work/ post office, Attending the supporting services in the Division/ Section.
7.	Driver having valid license (Highly Skilled)	The job involves driving of four/six wheelers (car, jeep, mini-bus, tractor etc)