

ANNEXURE- I

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

Rate per unit (excl. Service Tax) as per Minimum wages to be paid (Central/State) which ever is higher
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Sl. No.	Particulars	Details of the work to be done	Job classification	Rate per unit /per person (excl. Service Tax)	EPF	ESI	Contractor Commission
1.	Assistance in Field work in research farm (Un-skilled)	The job consist of soil and plant sampling, possessing 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	One job need approximately one unit to be completed in one day				
2.	Assistance in Farm work in research farm (Skilled)	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 (Un-skilled)	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 (Un-skilled)	The job includes harvesting, bundling and transporting of harvested crops the threshing floor etc.	Approx 25-30 units are required for the operation for a hectare				
5.	Mechanical/manual threshing of crops (Un-skilled)	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 (Un-skilled)	Pit Size 3x3x3 ft.	Approx two units are required to dig about 3 to 4 pits in a day				
7.	Irrigation of Crops/trees (Un-skilled)	Transportation and laying of irrigation 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 (Un-skilled)	In horticultural crops and basin making and cleaning etc.	Approx 20-25 units are needed for one hectare				
9.	Supply of FYM (Un-skilled)	Supply of good quality FYM (Fresh cow dung will not be accepted)	Including handling charges				
10.	Cook Skilled (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 (Skilled)	To support cook in preparation of tea, snack 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 license (Highly Skilled)	Tractor driving in research farm for field preparation, leveling and other related work	Tractor and diesel will be provide by the Institute.				
13.	Plumber Service (Highly 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.	All the required tools for the work will be provide by the Institute				
14.	Tree census work (Un-skilled)	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 (Un-skilled)	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 (Semi-skilled)	Ploughing, sowing and intercultural operations.	One unit needed for one acre in a day				
18.	General farm maintenance (Un-skilled)	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**

Rate per unit (excl. Service Tax) as per Minimum wages to be paid (Central/State) which ever is higher
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Sl. No.	Particulars	Details of the work to be done	Job classification	Rate per unit /per person(excl. Service Tax)	EPF	ESI	Contractor Commission
1.	Assistance in Field work in research farm (Un-skilled)	The job consist of soil and plant sampling, possessing 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	One job need approximately one unit to be completed in one day				
2.	Assistance in Farm work in research farm (Skilled)	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 (Un-skilled)	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 (Un-skilled)	The job includes harvesting, bundling and transporting of harvested crops the threshing floor etc.	Approx 25-30 units are required for the operation for a hectare				
5.	Mechanical/manual threshing of crops (Un-skilled)	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 (Un-skilled)	Pit Size 3x3x3 ft.	Approx two units are required to dig about 3 to 4 pits in a day				
7.	Irrigation of Crops/trees (Un-skilled)	Transportation and laying of irrigation 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 (Un-skilled)	In horticultural crops and basin making and cleaning etc.	Approx 20-25 units are needed for one hectare				
9.	Supply of FYM (Un-skilled)	Supply of good quality FYM (Fresh cow dung will not be accepted)	Including handling charges				
10.	Cook Skilled (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 (Skilled)	To support cook in preparation of tea, snack 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 license (Highly Skilled)	Tractor driving in research farm for field preparation, leveling and other related work	Tractor and diesel will be provide by the Institute.				
13.	Plumber Service (Highly 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.	All the required tools for the work will be provide by the Institute				
14.	Tree census work (Un-skilled)	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 (Un-skilled)	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 (Semi-skilled)	Ploughing, sowing and intercultural operations.	One unit needed for one acre in a day				
18.	General farm maintenance (Un-skilled)	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-III

CHARTER OF DUTIES FOR ASSISTANCE IN LABORATORY WORK
THE LIST IS ILLUSTRATIVE

Rate per unit (excl. Service Tax) as per Minimum wages to be paid
 (Central/State) which ever is higher

Sl.No.	Particulars	Details of the work to be done	Job classification	Rate per unit /per person (excl. Service Tax)	EPF	ESI	Contractor Commission
1.	Assistance in laboratory work (Un-skilled)	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 (Semi-skilled)	Media/diet preparation, sterilization, counting, weighting, pot irrigation etc.	One job need approx. one unit to complete in a day				
3.	Assistance in laboratory work (Skilled)	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 (Highly Skilled)	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**

Rate per unit (excl. Service Tax) as per Minimum wages to be paid (Central/State) which ever is higher						
I.No.	Particulars of Job work	Job classification	Rate per unit / per person (excl. Service Tax)	EPF	ESI	Contractor Commission
1.	Maintenance of approximately 18 acres area including lawns, garden, orchard, residential premises, experimental crop area etc 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.	One unit to complete one job unit per day (Unskilled)				

ANNEXURE-V

**CHARACTER OF DUTIES FOR ASSISTANCE IN OFFICE WORK
THE LIST IS ILLUSTRATIVE**

Rate per unit (excl. Service Tax) as per Minimum wages to be paid
(Central/State) which ever is higher

Sl.No.	Particulars of Job work	Job classification	Rate per unit / per person (excl. Service Tax)	EPF	ESI	Contractor Commission
1.	Office Assistance job (Skilled)	Typing English & Hindi on computer, bill preparation, data entry, dairy and 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 and related work (Highly Skilled)	Knowledge of Computer maintenance and understanding in computer programming and 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 software.				
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 (Un-skilled)	Carrying of files, distributions 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.)				