

## **DUTY OF KVK STAFF UNDER KVK**

### **Senior Scientist & Head**

1. (S)He is Head of the KVK and look after overall management of the Establishment.
2. Keeping the head of the host Institute and Zonal Project Director well informed about the KVK working and seeking his best cooperation.
3. Developing the needed infrastructure most consistent to the rural environment and needs of the district - low cost model indeed.
4. Developing annual and five yearly programmes and their effective implementation.
5. Effective utilization of the staff for maximizing output in terms of training and allied duties.
6. Effective working and utilization of the Scientific Advisory Committee of the KVK.
7. Management of Human Resources available at KVK.
8. Implementing projects (internal / External )
9. Coordinating the Programmes, meetings, seminars, exhibitions, etc.
10. Review, modify and approve Action Plans of SMS.
11. Generate structured and customized reports.
12. Monitor the activities of Technical staffs.

### **Subject Matter Specialist (SMS)**

1. Plan and schedule various activities of KVK and furnish details of completed activities to Senior Scientist & Head/Programme Coordinator in time.
2. Conducting village and farmers family survey using PRA tools and critically assessing the technological gaps.
3. Identify the gaps and training needs of the farming communities in their respective subjects.
4. Planning, formulating and conducting relevant training courses.
5. Equipping their sections at KVK premises with appropriate practical training facilities and equipments.
6. Developing suitable extension literature in local language in the interest of farmers and in-service extension staff.
7. Maintaining farms/animals on commercial lines as the training resources.
8. Keeping on evaluating their day-to-day performance in offering effective programmes.
9. Selecting practicing farmers and extension workers and those young farmers who intend to do farming or seek self-employment.
10. Organizing field demonstrations and providing advisory services as a follow up measures of the training courses.
11. Maintaining professional relationship and functional linkages with the development projects/agencies in their respective fields.
12. Providing improved seeds, plants and animals to the local farmers and young entrepreneurs as best as possible or else assisting them to acquire the same from the right sources/agencies.

### **Programme Assistant (IT/Computer)**

1. Prepare and maintain website for the KVK.
2. Prepare programme for computerization for the farm, training and production activity of KVK.
3. Maintenance of software and hardware & any computer work in KVK.
4. Assist Senior Scientist & Head/Programme Coordinator for all the reporting works to ICAR and other organization.

### **Programme Assistant (Lab. Technician)**

1. Soil, water and plant sampling for the farm, FLDs, OFTs, Project demonstrations, etc.
2. Prepare and analyse soil, water and plant samples in laboratory and field.
3. Maintenance of software, hardware & all equipments of the soil and water testing laboratory and Agro-Meteorology station of KVK.
4. Prepare and maintain database and report on agro-metrological and analysed soil, water and plant samples.
5. Assisting Senior Scientist & Head/Programme Coordinator & Scientist/SMS for all the reporting works to ICAR and their organization.

### **Programme Assistant/Training Assistant**

1. Assisting Senior Scientist & Head/Programme Coordinator & Scientist/SMS in their work.
2. Maintaining Farm and different demonstration units on ideal condition.
3. Any other duties assigned by the Senior Scientist & Head/Programme Coordinator.

### **Farm Manager**

1. (S)He will be responsible for planning, Coordination and implementation of farm development work as well as the production and sale plan and implementation of activity on the KVK farm.
2. (S)He will assist SMS/Scientist in planning and implementation of practical part in training.
3. (S)He will be responsible for all the day-to-day activities undertaken on the farm, will supervise the attendant and workers working on the farm. (S)He will reside on campus to supervise the work.
4. He will be responsible for maintenance of all the training-cum-production units in KVK campus.
5. Any other work assigned to him by the Programme Coordinator/Senior Scientist & Head and SMS/Scientist. All the work must be completed within the scheduled time.

### **Assistant**

1. (S)He will be responsible for maintenance of all the necessary finance, financial records of KVK and keep the same ready for audit.
2. (S)He will assist the Programme Coordinator/Senior Scientist & Head in obtaining various Administrative & Financial Approvals and budgetary control on overall funds.
3. (S)He will assist the SMS/Scientist & Technical staff in day to day routine Administrative and Financial Correspondence.
4. (S)He will be responsible for any work assigned to him by the Programme Coordinator/Senior Scientist & Head. The allotted work shall be completed in given time limit.

### **Stenographer**

1. (S)He will responsible for maintenance of all the official correspondence of the Senior Scientist & Head/Programme Coordinator and shall take dictations from Senior Scientist & Head/Programme Coordinator to prepare the drafts, letters, etc. and keep the records neat & tidy.
2. (S)He will maintain of records of official meeting and day-to-day programmes of Senior Scientist & Head/Programme Coordinator & keep records of the same.
3. (S)He will assist to the Senior Scientist & Head/Programme Coordinator, Scientist/SMS & other Office staffs in Official Administrative and financial related correspondence and records and shall help in execution of administrative work.
4. (S)He will do typing work assigned by the Senior Scientist & Head/Programme Coordinator and shall keep records of the same.
5. (S)He will maintain of stores, Inward & Outward record of correspondence and filling of various documents i. e. files maintenance.

### **Driver**

1. He will be responsible for Driving & Maintenance of KVK Four Wheeler Vehicles including tractors and two wheelers and Maintenance of Log Books and allied records.
2. He will be responsible for Technical Inspection and Maintenance of all KVK vehicles in order.
3. He will assist the Assistant in maintenance of Administrative & Financial record in respect of vehicles.
4. He will be responsible for any work assigned to him by the Senior Scientist & Head /Programme Coordinator. The work shall be complied in given time limit.

### **Skilled Supporting Staffs**

1. (S)He will assist the Senior Scientist & Head/Programme Coordinator in day to day routine office works.
2. (S)He will Maintain of office, Inward & Outward movement of correspondence and various office equipments, furniture, etc. neat & tidy.
3. (S)He will assist the Assistant in maintenance of Store, Administrative & Financial records.
4. (S)He will be responsible for Xeroxing, despatch of letters to post office, bank, ICAR and other organisations.
5. He will have to work as Night watchman on KVK when instructed by the authority.

### **Temporary Staff**

1. (S)He will work in office and total farm & campus area on day to day as per the instructions from the Office.
2. (S)He will be responsible for maintenance of records Farm and Irrigation Implements /equipments.
3. (S)He will have to work as Night watchman on KVK when instructed by the Farm Manager and Training Assistant.
4. (S)He will be responsible for timely execution of work assigned to him.