



**GUWAHATI BIOTECH PARK**  
**Technology Incubation Centre, Amingaon, Guwahati-781031**

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**TERMS OF REFERENCE(TOR) FOR OFFICE OF THE CHEMICAL EXAMINER(EXCISE), ASSAM AT**  
**GUWAHATI BIOTECH PARK**

**A. BACKGROUND**

1. The Guwahati Biotech Park(GBP) was set up by the Government of Assam to promote business in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern region of the country. The major objective of the park is to facilitate faster growth of biotech industry and to accelerate the R&D activities in biotechnology and related fields with effective utilization of the rich natural resources of this region and to educate and utilize local human resources. The incubation labs nurture young entrepreneurs by providing them with ready space. GBP owns and manages the Technology Incubation Centre (TIC) which provides ready-to-use modular wet laboratories, fully furnished with core and shell utilities and specialized facilities viz. Central Analytical Instrumentation Facility, Micro-propagation, Bio-prospecting, Medicinal Plant Extraction, Fermentation, Utilities, Bioinformatics Facility etc with dedicated equipment for Sample testing, Sample Analysis, Method development and Validation services, Instrument Use Service(Short & Long Term) etc.
2. The Excise Department, Government of Assam implements the state's excise policy, regulates out of state import and supply of liquor and other notified intoxicants within the state. The Excise Department regulates manufacture, import and supply of liquor, intoxicants and narcotics.
3. Assam Society for Comprehensive Financial Management System (AS-CFMS) is a special Purpose Vehicle (SPV) set-up for implementing and managing Public Financial Management Reforms including IT - related projects in the Finance Department and other revenue departments including externally aided projects.
4. An Office of the Chemical Examiner(Excise), Assam of Excise Department is being set up at the Technology Incubation Centre through a Tripartite Memorandum of Understanding amongst Excise Department, AS-CFMS and GBP.
5. The Chief Executive Officer of Guwahati Biotech Park in association with Excise Department now intends to engage four (4) Bench Chemist for the Office of the Chemical Examiner(Excise), Assam as per these ToR, to be positioned in the Office of the Chemical Examiner(Excise), Assam of Excise Department at Technology Incubation Centre.

## **B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

The Bench Chemists will report to the Commissioner of Excise, Assam (under the overall command of the Chief Executive Officer, GBP) and will support the Excise Department in chemical testing of samples and operating instruments required for analysis of the samples for Office of the Chemical Examiner(Excise), Assam or any other task assigned by the Commissioner of Excise, Assam.

## **C. QUALIFICATION, EXPERIENCE AND AGE**

**Education Qualification:** M.Sc. Chemistry from reputed institute with not less than 60%.

**Work Experience:** 2(two) years of experience in chemical laboratory/Analytical chemistry. Preferences will be given to candidates having experience in handling and operating instruments viz. GC, HPLC, AAS etc

**Age:** Age of the candidate should not be more than 28 years as on 1<sup>st</sup> July 2022.

## **D. DURATION OF ENGAGEMENT, NOTICE PERIOD ETC**

1. The duration of engagement of the Bench Chemists shall be initially for a period of 12 months. However, continuity of the contract beyond twelve (12) months will depend upon his/her performance and requirement of the position in the Office of the Chemical Examiner(Excise), Assam at Technology Incubation Centre. The decision of the Chief Executive Officer, GBP and Commissioner of Excise, Assam shall be final and binding in this regard.
2. The engagement may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason.
3. Guwahati Biotech Park will not be liable for any future employment at the Excise Department or Guwahati Biotech Park.

## **E. REMUNERATION AND LEAVE**

1. The remuneration is fixed at Rs. 30000/- (Rupees Thirty Thousand only) per month. Taxes as applicable shall be dealt with as per applicable laws.
2. No other payment whatsoever shall be paid.
3. The provision of leave would be as per the HR policy of Excise Department.

## **F. REPORTING AND PERFORMANCE REVIEW**

1. The Bench Chemists will report to Commissioner of Excise, Assam on a day to day basis. Annual performance review will be done as per HR Policy of the Excise Department.

## G. OTHER TERMS AND CONDITIONS

1. Guwahati Biotech Park shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:
  - a) Withdraw the advertised post at any time without assigning any reason.
  - b) Fill up the post or leave it vacant and its decision in this regard shall be final.
  - c) Canvassing in any form will be treated as disqualified
  - d) Modify/cancel/withdraw any communication made to the candidate, even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process.
  - e) Disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate.
2. Persons who may have been selected/appointed based on wrong information provided by him/her may be terminated at any stage.
3. Persons who are currently employed must submit a “No Objection Certificate” from their current employer, if shortlisted for the Interview.
4. No TA/DA will be paid to the candidates for appearing in the interview/test.
5. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview/test.
6. Candidates may apply in the prescribed format through email to [careers@guwahatibiotechpark.com](mailto:careers@guwahatibiotechpark.com) or in hard copy addressed to the “Chief Executive Officer, Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031 within 15 days from the publication of this advertisement.

Sd/-

(Chief Executive Officer)  
Guwahati Biotech Park