

Regional Honey Testing Lab

Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031

GBP/3.20.15/2025-26/6042

Date: 2.4.2025

TERMS OF REFERENCE(TOR) FOR ENGAGEMENT OF CHEMICAL ANALYST (ONE NUMBER) AT REGIONAL HONEY TESTING LAB, GUWAHATI BIOTECH PARK

1. Background

A Regional Honey Testing Laboratory is set up at Guwahati Biotech Park, Technology Incubation Centre, Amingaon-781031 with financial assistance from National Bee Board under National Beekeeping and Honey Mission (NBHM) for overall promotion and development of scientific beekeeping in mission mode to achieve the goal of “Sweet Revolution”. The Lab will be responsible for performing a variety of tests on honey to check for purity, contaminants and compliance with regulatory standards.

To support these efforts, the Chief Executive Officer, Guwahati Biotech Park intends to engage a qualified Chemical Analyst who will be responsible for conducting chemical analysis on honey samples and ensuring the accurate reporting of test results.

2. Objective

The primary objective of the Chemical Analyst will be to conduct chemical analysis to assess the composition and quality of honey, ensuring that all products meet the required standards for safety, purity and regulatory compliance.

3. Scope of Work

The Chemical Analyst will be responsible for the following tasks:

- **Sample Preparation:** Preparing honey samples for analysis, including homogenization, dilution, and extraction as required.
- **Conducting Chemical Tests:** Performing various chemical tests on honey samples, including but not limited to:
 - Moisture content analysis
 - Sugar profile (e.g., glucose, fructose, sucrose, and maltose)
 - Hydroxymethylfurfural (HMF) content
 - Pollen analysis (if applicable)
 - Detection of adulterants (e.g., syrups, pesticides, heavy metals)
 - Conductivity and pH testing

- **Use of Laboratory Equipment:** Operating and maintaining laboratory equipment such as high-performance liquid chromatography (HPLC), gas chromatography (GC), spectrophotometers, refractometers, and other relevant instruments.
- **Quality Control:** Ensuring all laboratory procedures are followed in accordance with quality standards and protocols. This includes ensuring proper calibration and maintenance of laboratory instruments.
- **Data Analysis:** Interpreting the results of chemical tests, comparing them to relevant standards, and generating reports on findings.
- **Documentation and Reporting:** Maintaining accurate records of all test results, procedures, and findings. Preparing and presenting reports to senior management or clients.
- **Compliance:** Ensuring that all testing activities comply with national and international standards and regulations, including those set by the NABL, FSSAI safety authorities, and other relevant organizations.
- **Troubleshooting:** Identifying any issues in testing processes or equipment and troubleshooting problems to ensure accurate results.

4. Deliverables

The Chemical Analyst is expected to deliver the following:

- **Monthly Reports:** A summary of all honey sample tests performed, including results, observations, and recommendations.
- **Test Results Documentation:** Detailed records of each analysis, including raw data, results, and any deviations from standard protocols.
- **Compliance Reports:** Documentation demonstrating adherence to regulatory standards and quality control procedures.

5. Qualifications and Experience

The Chemical Analyst should meet the following qualifications and experience requirements:

- **Educational Qualifications:** A Master's degree or higher in Chemistry, Food Science, Biotechnology, Pharmaceutical Sciences.
- **Professional Experience:** At least 2 years of experience in a laboratory setting, preferably in food analysis, specifically in honey or related food products.
- **Technical Skills:** Proficiency in laboratory techniques such as HPLC, GC, Spectrophotometry, and other analytical methods.
- **Laboratory Safety:** Knowledge of laboratory safety protocols and the ability to work in a safe and responsible manner.
- **Age limit:** Not more than 38 years

6. Reporting Line

The Chemical Analyst will report directly to the Project Investigator and will collaborate closely with other laboratory staff.

7. Duration of Employment

The duration of engagement of the Chemical Analyst shall be initially for a period of 11 months on a full time basis renewable based on performance. 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.

8. Location

The Chemical Analyst will be based at the Regional Honey Testing Laboratory located at Guwahati Biotech Park, Amingaon, Kamrup.

9. Confidentiality

The Chemical Analyst is required to adhere to strict confidentiality regarding all testing procedures, results, and client information. Any data or information obtained during the course of employment must not be disclosed to unauthorized persons.

10. Performance Evaluation

The performance of the Chemical Analyst will be evaluated on an annual basis, based on the following criteria:

- Quality and accuracy of test results
- Adherence to laboratory procedures and safety protocols
- Timeliness and completeness of reports
- Ability to troubleshoot and resolve laboratory issues

11. Remuneration and leave

1. The monthly remuneration will range from Rs. 30,000 to Rs. 35,000 and will be decided depending on the candidate's qualifications and experience.
2. Applicable taxes will be deducted as per prevailing laws.
3. No additional payments, other than the agreed remuneration, will be provided.
4. Leave entitlement will be governed by the current policies of Guwahati Biotech Park.

12. 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 regionalhoneylab.gbp@gmail.com within 26.04.2025

Sd/-

Chief Executive Officer
Guwahati Biotech Park