

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 LABORATORY ASSISTANT (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 Laboratory Assistant who will be responsible for conducting chemical analysis on honey samples and ensuring the accurate reporting of test results.

2. Objective

The Lab Assistant’s primary role will be to support the daily operations of the Regional Honey Testing Laboratory by assisting in testing and analyzing honey samples, maintaining lab equipment, ensuring safety protocols are followed, and contributing to the overall efficiency of the lab operations. The lab assistant will also ensure the timely and accurate processing of honey samples for quality, authenticity, and compliance with standards.

3. Key Responsibilities:

- **Sample Preparation and Testing:**
 - Sample receipt and Record Keeping
 - Assist in the preparation of honey samples for testing, including weighing, labeling, and processing samples.
 - Perform routine testing and analysis of honey samples according to laboratory protocols and standard operating procedures (SOPs).
 - Assist in conducting tests for parameters such as moisture content, sugar profile, pH, and authenticity of honey, as per applicable national and international standards.

- **Laboratory Equipment Maintenance:**
 - Ensure the maintenance, calibration, and proper functioning of laboratory instruments and equipment.
 - Clean and maintain glassware, equipment, and instruments used in honey analysis.
 - Perform regular checks and report any malfunctions or maintenance needs to the Lab Supervisor.
- **Inventory and Stock Management:**
 - Assist in maintaining an inventory of lab supplies, reagents, chemicals, and other materials required for honey testing.
 - Monitor stock levels and help ensure the availability of essential supplies.
 - Assist in the ordering and receiving of chemicals and other supplies, ensuring that all items are appropriately stored and documented.
- **Health and Safety Compliance:**
 - Adhere to safety protocols and maintain a clean and organized laboratory environment.
 - Assist in ensuring compliance with environmental and safety regulations, including waste disposal, chemical handling, and emergency procedures.
- **Data Management and Record Keeping:**
 - Record test results accurately and ensure they are properly documented.
 - Assist in maintaining laboratory records, reports, and databases related to honey sample testing.
 - Help in the preparation of reports on test findings and provide support for the analysis of test data.
- **Support to Testing and Research:**
 - Support senior staff in ongoing research, quality improvement, and method validation related to honey testing.
 - Participate in research projects as needed, contributing to the development and implementation of new testing methods or improvements in current procedures.
- **Collaboration with External Stakeholders:**
 - Assist in the handling and documentation of honey samples sent by external stakeholders (producers, regulatory bodies, etc.).
 - Communicate effectively with external clients, ensuring that they are informed of testing processes, results, and any follow-up actions required.
- **Other Duties:**
 - Perform other duties as assigned by the Laboratory Supervisor or Head of the laboratory to support the effective operation of the lab.

4. Qualifications and Experience:

- Bachelor's degree in Chemistry, Food Science, Biotechnology, Pharmaceutical Sciences.
- Experience in laboratory testing or working in a food testing laboratory is preferred.
- Familiarity with laboratory equipment used for food testing and quality control processes.
- Knowledge of safety regulations and proper chemical handling.
- Ability to perform routine tests and procedures following standard operating protocols (SOPs).
- Basic computer skills and experience with lab data management systems.
- **Age limit:** Not more than 30 years

5. Performance Review:

- Performance will be reviewed periodically based on the efficiency and accuracy of lab work, adherence to safety protocols, maintenance of lab equipment, and contribution to the testing process.
- Feedback will be provided regularly to ensure continuous professional development and improvement.

6. Reporting Line

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

9. Confidentiality

The Laboratory Assistant 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. Remuneration and leave

1. The monthly remuneration will be 15000 per month.
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.

11. 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