



GUWAHATI BIOTECH PARK

Technology Incubation Centre, Amingaon, Guwahati-781031

Website: www.guwahatibiotechpark.com

Email: careersgbp2008@gmail.com

Ref : GBP/6.5/2025-26/7089

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TERMS OF REFERENCE(TOR) FOR ENGAGEMENT OF JUNIOR ENGINEER (ONE) AT GUWAHATI BIOTECH PARK

A. BACKGROUND

1. Guwahati Biotech Park (GBP) was established by the Government of Assam to promote biotechnology and allied industries through entrepreneurship development, particularly in the North-Eastern Region of India.

The primary objectives of GBP are:

- To facilitate accelerated growth of the biotechnology industry.
- To promote research and development (R&D) in biotechnology and related sectors.
- To ensure effective utilization of the region's rich natural resources.
- To develop and harness local human resources.

GBP owns and manages the Technology Incubation Centre (TIC), which provides ready-to-use modular laboratories equipped with core and shell utilities and specialized facilities including:

- Central Analytical Instrumentation Facility
- Micro-propagation Facility
- Bio-prospecting Facility
- Medicinal Plant Extraction Facility
- Fermentation Facility
- Utilities and Bioinformatics Facilities etc

These facilities provide services such as sample testing, sample analysis, method development and validation, and short- and long-term instrument usage services.

2. The Chief Executive Officer, GBP, intends to engage one (01) Junior Engineer as per the provisions outlined in this Terms of Reference.

B. OBJECTIVES OF THE ASSIGNMENT

The primary objective of the assignment is to ensure efficient execution, operation and maintenance of all electrical and allied infrastructure facilities of GBP, including the Technology Incubation Centre.

C. QUALIFICATION, EXPERIENCE AND AGE

1. Educational Qualification

B.E. / B. Tech in Electrical Engineering or allied discipline from a recognized University/Institution with not less than 50% marks.

2. Work Experience

Minimum two (02) years of relevant experience in execution and maintenance of electrical and allied works in Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies, Reputed organizations etc.

3. Desirable Experience

- Experience in handling HVAC systems.
- Experience in maintenance of LAN networks and networking infrastructure.
- Experience in operation and maintenance of audio-visual systems in auditoriums.
- Experience in procurement, preparation of estimates and tender documents.
- Experience in coordination with Government Departments.

4. Age Limit

The candidate should not be more than 35 years of age as on the date of advertisement. Age may be relaxed for experienced candidates as per applicable rules/policies.

D. DURATION OF ENGAGEMENT AND NOTICE PERIOD

- The engagement shall be purely contractual for an initial period of 11 months. Continuation beyond 11 months shall depend upon performance and institutional requirement. The decision of the CEO, GBP, shall be final and binding.
- Either party may terminate the engagement during the contractual period by serving 30 days' notice without assigning any reason.
- The engagement is purely contractual and shall not confer any right to regular appointment.

E. REMUNERATION AND LEAVE

- The consolidated remuneration shall be Rs. 60,000/- (Rupees Sixty Thousand only) per month. Statutory taxes, as applicable, shall be deducted as per prevailing laws.
- No other allowances or benefits shall be admissible.
- Leave entitlement shall be governed by the prevailing policy of GBP.

F. REPORTING AND PERFORMANCE REVIEW

- The Junior Engineer shall report to the Chief Executive Officer, GBP, on a day-to-day basis.
- Performance review shall be conducted periodically in accordance with the prevailing policy of GBP.

G. KEY RESPONSIBILITIES

The Junior Engineer shall be responsible for:

1. Execution and Maintenance of Electrical Works

- Internal and external electrification works.
- Operation and maintenance of LT panels, DG sets, UPS systems, transformers, etc.

2. Air Conditioning & HVAC Systems

- Operation and maintenance of centralized and split air-conditioning systems.

3. LAN, Audio & Sound Systems

- Maintenance of LAN connectivity and networking infrastructure.
- Operation and upkeep of audio-visual and sound systems in auditoriums and conference halls.

4. Repair & Maintenance Works

- Electrical, civil, air conditioning, water supply and sanitation systems.
- Preventive and breakdown maintenance of all infrastructure facilities.

5. Preparation of Estimates & Tendering

- Preparation of cost estimates, BOQs and technical specifications.
- Preparation of tender documents and evaluation of bids.
- Monitoring contractor performance and certification of works.

6. Documentation & Reporting

- Maintaining records of maintenance activities and submitting periodic reports.

H. OTHER TERMS AND CONDITIONS

1. GBP 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 shall be final.
 - c) Disqualify any candidate found canvassing in any form.
 - d) Modify/cancel/withdraw any communication made to a candidate, even after appointment, if arising from inadvertent errors in the advertisement or recruitment process.
 - e) Disqualify any candidate shortlisted based on incorrect information.
2. Any person selected/appointed based on false or incorrect information may be terminated at any stage.
3. Candidates currently employed must submit a No Objection Certificate (NOC) from their present employer at the time of interview.
4. No TA/DA shall be paid for appearing in the interview/test.
5. Incomplete applications or applications received after the last date shall be summarily rejected. Mere fulfillment of eligibility criteria does not guarantee shortlisting.
6. Applications in the prescribed format may be submitted:

By email to: careersgbp2008@gmail.com

OR

By hard copy addressed to:

Chief Executive Officer

Guwahati Biotech Park

Technology Incubation Centre

Amingaon, Guwahati – 781031

Applications must be submitted within 15 days from the date of publication of the advertisement.

Sd/-

(Chief Executive Officer)

Guwahati Biotech Park