

**TERMS OF REFERENCES FOR LABORATORY ATTENDANT (ESP) FOR
NATIONAL CITRUS REPOSITORY Laboratory, ARDSC, TSIRANG**

1. Job identification

1.1	Position Title	Laboratory Attendant/ESP
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, NCR, ARDSC, Tsirang
1.10	Official Title of Supervisor	Program Director

2. Duties and responsibilities

Following are the specific job responsibilities in general which mostly involves physical works on daily basis.

- 2.1 Report directly to the Officer-In-Charge and Research Officer,
- 2.2 Cleaning of laboratory suites including hoods, water baths, work surfaces, shelving, floors and routine sterilization of CO₂ incubators,
- 2.3 General care/maintenance of the tissue culture microscopes and bench equipment,
- 2.4 Maintenance of NCR lab coats, including distribution and arranging regular autoclaving prior to laundering,
- 2.5 Ensuring a constant supply of 70% ethanol/IPA for users,
- 2.6 Maintenance of stock pf consumables for use in micro-grafting, nutrient supplementation, unpacking deliveries and restocking shelves to maintain consumables levels,
- 2.7 Ensure lab facilities are used and maintained correctly,
- 2.8 Defrosting of freezers/cleaning of fridges when necessary
- 2.9 Monitoring and reporting to the NCR in-charge for any infringements of laboratory regulations/practices within the lab,
- 2.10 Growing, storing and maintenance of cell lines required by SCILLS and MRC-PPU users
- 2.11 Prepare growing media as per the instructions,
- 2.12 Graft plants and trees into different rootstock to as per the sanitary protocols,
- 2.13 Inspect plants and bud ties to assess quality,
- 2.14 Assist in operation of equipment to fertilize, cultivate, harvest, and spray fields and plants.
- 2.15 Plant, spray, weed, fertilize, and water plants, shrubs, and trees, using hand tools and gardening tools,
- 2.16 Regulate greenhouse conditions, and indoor and outdoor irrigation systems.
- 2.17 Clean work areas, and maintain research trials,
- 2.18 Maintain and repair irrigation and climate control systems,
- 2.19 Record information about plants and plant growth,
- 2.20 Trap and destroy pests such as moles, gophers, and mice, using pesticides,

- 2.21 Utilize and maintain the relevant equipment and supplies carefully and according to the instructions,
- 2.22 Follow strictly hygiene and safety procedures, including disinfection, sterilization and emergency activities as well as other standard operating procedures related to the work,
- 2.23 Maintain records and registers of the laboratory,
- 2.24 Participate in field trainings/nursery works and other awareness education programs and
- 2.25 Carry out any other works instructed by the OIC, Program Director and other staff of the Centre.

Affirmation statement:

I Mr/Ms/Mrs from
Dzongkhag, Gewog,
village, bearing CID No have gone through the above
 Terms of References (ToR)/job responsibilities, and respectfully commit to abide by the above
 norms. In the event of my failure to abide by the above norms, administrative actions be taken as
 per the existing Bhutan Civil Service Rules.

Name and Signature of the employee

Date: