

Duties & Responsibilities of the KVK Staffs

Duties of Senior Scientist & Head

1. Keeping the head of the institution well informed about the KVK.
2. Developing the needed infrastructure most consistent to the rural environment and needs of the district low cost model indeed.
3. Developing annual and five yearly programmes and their effective implementation.
4. Effective working and utilization of Scientific Advisory Committee (SAC) of the KVK.
5. Developing functional linkages with related institutions and agencies.
6. Effective management of farms, workshops, animals and other training resources.
7. Taking all possible measures for development of the staff on job-regular training and guidance will build the staff.
8. Maintaining constant and harmonious relations with ICAR-ATARI headquarter and conforming to its norms.
9. Evaluation and supervision of the day to day work of the Kendra.
10. Planning and conducting special training courses in his/her area of specialization, thus setting example before other KVK staff.
11. Participation in the recruitment of the staffs.
12. Any other duties assigned by the head of the institution in the best interest of Kendra.

Duties of the Subject Matter Specialists

1. Conducting village and family survey and critically assessing the technological gap & training needs of the farming communities in their respective subjects.
2. Planning, formulating and conducting relevant training courses.
3. Equipping their section with appropriate practical training facilities and equipments.
4. Developing suitable extension literature for training facilities.
5. Maintaining demonstration unit as training resources.
6. Keeping evaluation of training and other day to day works.
7. Selection of the farmers for training and other extension functionaries.
8. Organizing field day/ field demonstration and providing field advisory services.
9. Maintaining linkages with other developmental agencies.
10. Providing input/ seed material/animal to the trainees best as best possible.
11. Any other duties as assigned by the Senior Scientist and Head.

Duties of Programme Assistant

1. Assisting Subject Matter Specialist (SMS) / Senior Scientist and Head in their work.
2. Maintaining farm and different demonstration units on ideal conditions.
3. Any other works assigned by Head / SMS.