



GOVERNMENT OF KHYBER PAKHTUNKHWA
PAKISTAN FOREST INSTITUTE, PESHAWAR

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ZERO TOLERANCE TO CORRUPTION

Dated 22/04/2025

OFFICE ORDER

No. 151/F.VI(09)-Estt: The competent authority (Director General, Pakistan Forest Institute (PFI), Peshawar) is pleased to approve the Job Description (JDs) and Key Performance Indicators (KPIs) of BPS-16 & below positions of PFI, Peshawar with immediate effect (**Annex-A**).

All concerned are directed to implement the said job description in letter and spirit and ensure alignment of duties accordingly.

-sd-
DIRECTOR GENERAL

Endst: No. and dated even:

A copy is forwarded to

1. All Additional Director Generals, PFI, Peshawar.
2. All Directors, PFI, Peshawar.
3. Incharge Medical Officer, PFI Dispensary, Peshawar.
4. Extension Specialist, PFI, Peshawar. A copy of Job Descriptions and Key Performance Indicators is sent herewith, with the request to upload the same on PFI website accordingly.
5. Executive Officer, PFI, Peshawar.
6. The Administrative Officer (B&A), PFI, Peshawar.
7. APS to Director General, PFI, Peshawar.

ADMINISTRATIVE OFFICER (G)

WHS
24/04/25


Mv. Ali

JOB DESCRIPTIONS (JDs) AND KEY PERFORMANCE INDICATORS (KPIs)
IN RESPECT OF BPS-16 & BELOW POSITIONS OF PFI

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
1.	Technical Assistant	16	i. Provide technical support to research officers and projects, including setting up and operating equipment, maintaining databases, and organizing research materials. ii. Assist with fieldwork, perform basic laboratory analyses and sample processing following standard protocols. iii. Any other duty assigned by Director /In-charge officer.	<ul style="list-style-type: none"> Field/lab studies supported: 100% of the assigned tasks. Equipment calibration & maintenance: 100% of the assigned tasks. Research data recorded/analyzed at least 90% accuracy in datasets.
2.	Research Assistant	16	i. Provide technical support to research officers and projects, including setting up and operating equipment, maintaining databases, and organizing research materials ii. Assist with field work and perform basic laboratory analyses and sample processing following the standard protocols iii. Any other duties assigned by Director /In-charge officer.	<ul style="list-style-type: none"> Field/lab studies supported: 100% of the assigned tasks. Equipment calibration & maintenance: 100% of the assigned tasks. Research data recorded / analyzed at least 90% accuracy in datasets
3.	Forest Ranger (Watershed)	16	i. Support the In-charge Officer in data collection regarding watershed management research activities. ii. Conduct analysis of collected samples and data. iii. Any other duties assigned by Director/ In-charge Officer.	<ul style="list-style-type: none"> Field visits conducted/reported: reported all assigned field visits. Survey data analyzed: 100% of the all assigned tasks Survey/data sets compiled and submitted: 100% of the assigned tasks.
4.	Forest Ranger (Range)	16	i. Support the In-charge Officer in data collection regarding range management research activities. ii. Conduct analysis of collected samples and data. iii. Any other duties assigned by Director/ In-charge Officer.	<ul style="list-style-type: none"> Field visits conducted/reported: reported all assigned field visits. Survey data analyzed: 100% of the all assigned task. Survey/data sets compiled and submitted: 100% of the assigned task.
5.	Forest Ranger (Silva)	16	i. Support the In-charge Officer in data collection regarding Silviculture research activities. ii. Conduct analysis of collected samples and data. iii. Any other duties assigned by Director/ In-charge Officer.	<ul style="list-style-type: none"> conducted/reported: reported all assigned field visits. Survey data analyzed: 100% of the all assigned task. Survey/data sets compiled and submitted: 100% of the assigned task.

Active Officer ()
 Forest Institute
 Peshawar

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
6.	Forest Rangers (Mensuration)	16	<ol style="list-style-type: none"> Support the In-charge Officer in data collection regarding Forest Mensuration research activities. Conduct analysis of collected samples and data. Any other duties assigned by Director/ In-charge Officer. 	<ul style="list-style-type: none"> Conducted /reported: reported all assigned field visits. Survey data analyzed: 100% of the all assigned task. Survey/data sets compiled and submitted: 100% of the assigned task.
7.	Assistant Wood Working Officer	16	<ol style="list-style-type: none"> To assist the In-charge officer in the research activities. To supervise the work of Wood Workshop and Sawmill. Preparation of wood specimens of wood samples for research. Setting of the official furniture in the Offices as well as in the Laboratories. To ensure adherence and safety of wood workshop and sawmill. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> Task assigned and completed: 100% of the all assigned tasks. Equipment Readiness in wood workshop and sawmill: 100% of the all assigned equipment. Safety observance compliance:100% of the all assigned tasks.
8.	Assistant Librarian	16	<ol style="list-style-type: none"> Classification and cataloging of library holdings according to the oxford system of classifications for forestry books / their proper daily filing in the Cardex. Maintenance of procured journals, their proper placement in the respective shelves. Day to day checking of borrower's tickets Setting of periodicals according to their subjects / binds of old (complete sets) of technical periodical. Any other duties assigned by Director/officer In-charge 	<ul style="list-style-type: none"> Books and journals classified/indexed: 100% entries/month Technical journals shelved and bound:100% Records digitized or updated: 100%
9.	Assistant Private Secretary	16	<ol style="list-style-type: none"> Take down notes and drafts from their officers and type them neatly and accurately Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic/other messages received in the absence of officers. Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of engagements diary. Receive and conduct visitors / arrange interviews as permitted by their officer. Ensure proper record and movement of files and other papers. 	<ul style="list-style-type: none"> Appointments maintained for officer: 100% Official documents handled properly: 100% compliance Messages conveyed/documentated accurately: 100% Travel/tour plans prepared:100%


 Director
 Pakistan Forest Institute
 Feshwar


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10.	Male Nurse	16	<ol style="list-style-type: none"> Supervise the support staff to ensure smooth functioning of daily healthcare activities. Monitors and record blood pressure and temperature of patients. Maintains cleanliness, order, and readiness of the dispenser room. Performs dressing and basic wound care for patients using sterile techniques. Administer drips and injections to patients under the supervision of the Medical Officer. Issue medicines to patients on need basis. 	<ul style="list-style-type: none"> Ensure supervision of support staff during daily operations with 100% presence. Record blood pressure and temperature for all patients Maintain hygiene and supply availability in the dispenser room with 100% weekly compliance. Perform wound dressing for patients following aseptic techniques, achieving at least 90% patient satisfaction. Administer injections and drips under medical supervision with 100% accuracy and zero procedural errors monthly.
11.	Female Nurse	16	<ol style="list-style-type: none"> Supervise the support staff to ensure smooth functioning of daily healthcare activities. Monitors and record blood pressure and temperature of patients. Maintains cleanliness, order, and readiness of the dispenser room. Performs dressing and basic wound care for patients using sterile techniques. Administer drips and injections to patients under the supervision of the Medical Officer. Issue medicines to patients on need basis. 	<ul style="list-style-type: none"> Ensure supervision of support staff during daily operations with 100% presence. Record blood pressure and temperature for all patients Maintain hygiene and supply availability in the dispenser room with 100% weekly compliance. Perform wound dressing for patients following aseptic techniques, achieving at least 90% patient satisfaction. Administer injections and drips under medical supervision with 100% accuracy and zero procedural errors monthly.
12.	Assistant	16	<ol style="list-style-type: none"> Add relevant precedent, rules, regulations and policy decision relating to the cases, flag them properly and make reference (s) in the margin before submission of the case to Superintendent. Submit and personally explain urgent cases to the competent authority in the absence of section In-charge. Undertake periodically the proper recording, indexing and weeding of files in accordance with the proper instructions. Compare typing work with the clerk when necessary. Generally, instruct and guide the 	<ul style="list-style-type: none"> Maintain and organize official files and records:100% Draft and process cases with proper referencing of rules/policies, ensuring: 100% Complete periodic indexing, and weeding of files as per manual:100% Process all cases within time lines laid down in manual of secretariat instructions. Attend court cases in the absence of In-charge of section.

Ministry of Health
Government of Punjab
Pakistan Forest Institute
Faisalabad

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
			<p>section clerk and supervise his work.</p> <p>vi. Look after the work and duties of the section in the absence of Superintendent.</p> <p>vii. Keep a note of all pending cases and put up reminders for signature of the concerned In-charge of the section on due dates;</p> <p>viii. Do such other office work as may be entrusted to him by Administrative Officer.</p> <p>ix. Attending court cases to assist Law Officer/Legal Adviser.</p>	
13.	Technical Assistant (GIS)	16	<p>i. Maintain metadata & regular geo-database backup, Geo-Spatial field data collection (Forestry and Allied disciplines), Pre-Post Processing, Analysis and Editing for research and education purpose.</p> <p>ii. Manage / monitor Geo-Spatial data (inventory of data layers / Geodatabase) and ensure standard projection and co-ordinate systems for all geo-spatial data layers to maintain the quality and standards of generated output products of the GIS branch.</p> <p>iii. Ensure availability of necessary hardware, software and data for GIS, RS and GPS trainings organized for researchers and students under regular / ADP Projects.</p> <p>iv. Commencement of classes and field tours of forestry students a supervising and assisting research work in GIS & RS courses.</p> <p>v. Prepare GIS branch related Annual Progress Reports, work plans and presentations etc.</p> <p>vi. Any other duties assigned by Director/ In-charge officer.</p>	<ul style="list-style-type: none"> Develop and maintain Geospatial database developed from the data collected for research in field with 100% accuracy. Ensure timely preparation of GIS-related reports, maps, and presentations for research and training purposes 100%. Conduct practical and specialized GIS Classes 100% as per schedule. Conduct practical tours for BS students for the use of different data acquisition equipment (GPS, DGPS Drone) and technique (100% As per schedule) Provide assistance to students and faculty in acquiring and analyzing Geospatial data for producing and meaningful maps and reports (100% when required)
14.	Computer	16	<p>i. Gathering Forestry, Climate Change and Environment related (National and Provincial) statistical data from various sources, ensuring data quality and accuracy.</p> <p>ii. Help researchers in applying statistical methods and software to analyze data and identify trends.</p>	<ul style="list-style-type: none"> Process and analyze data for at least 4 research assignments or reports. Assistance to researchers in applying statistical methods and software to analyze data or troubleshooting with a resolution rate of $\geq 90\%$. Maintain data backups and security protocols with zero


 Director
 Pakistan Forest Institute
 Rawalpindi

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17.	Stenotypist	14	<ul style="list-style-type: none"> i. Take down notes and drafts from their officers and type them neatly and accurately. ii. Do the typing work of their office and other work. iii. Attend the telephone and receive / record messages in the absence of their In-charge officer. iv. Do any other ancillary function and work that may be assigned by the In-charge officer e.g. reproduction of documents, arranging office amenities etc. v. Note down scheduled meetings and time limit of important cases in the section In-charge table diary. vi. Any other duties assigned by the In-charge Officer. 	<ul style="list-style-type: none"> • Type official documents 100% of the assigned tasks. • Ensure proper care and use of typing equipment, with zero complaints or breakdowns due to mishandling. • Prepare and dispatch documents as per direction of In-charge: 100% of the assigned tasks. • Maintain meeting minutes and reminders: the 100% of the assigned tasks.
18.	Technician	12	<ul style="list-style-type: none"> i. To help in maintenance and conduct of different experimental works in their field. ii. To Assist in gathering and analyzing data for research activities. iii. To conduct lab tests, maintain lab. equipment and record of lab tests. iv. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Assist in setting up research experiments:100% of the assigned tasks. • Keep all research tools and equipment in working condition with monthly maintenance of logs:100% of the assigned equipment. • Conduct lab tests: 100% of the assigned tasks. • Safety observance compliance: 100% of the assigned tasks.
19.	Technical Assistant	12	<ul style="list-style-type: none"> i. To help in maintenance and conduct of different experimental works in their field. ii. To Assist in gathering and analyzing data for research activities. iii. To conduct lab tests, maintain lab. equipment and record of lab tests. iv. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Assist in setting up research experiments:100% of the assigned tasks. • Keep all research tools and equipment in working condition with monthly maintenance of logs:100% of the assigned equipment. • Conduct lab tests: 100% of the assigned tasks. • Safety observance compliance: 100% of the assigned tasks.
20.	Foreman (Wood Workshop)	12	<ul style="list-style-type: none"> i. To assist the Assistant Wood Working Officer. ii. To supervise and responsible for activities of wood workshop and sawmill. iii. To ensure the safety protocol observance in wood workshop and sawmill. iv. To ensure proper use and maintenance of wood working tools. v. To maintain log register of wood utilization/processing in sawmill and wood workshop. vi. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Completion of sawmill and wood workshop activities:100% of the assigned tasks. • Maintain log register of equipment status: 100%. • Maintain log register of wood processed in sawmill and wood workshop 100% • Safety observance compliance: 100% of the assigned tasks.


 Pakistan Forest Institute
 Peshawar


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21.	Senior Storekeeper	12	i. To make all entries of store items in relevant stock register ii. To maintain the stores and keep the records of its stores. iii. Issue and dispatch all goods and equipment. iv. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Maintain accurate inventory records: 100% of the store items. Process requisition and issue requests: 100% of the items to be purchased. Submit annual reports on stock Inventory: 100% of the items.
22.	Foreman (Vehicle Workshop)	12	i. To supervise the work of Vehicle workshop. ii. To ensure repair, meet safety measure and performance standards. iii. To Maintain inventory of new/old parts and tools. iv. Keep accurate records of repair, maintenance and inspections. v. Respond to and resolve workshop issues vi. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Ensure maintenance of all vehicles: 100% of the vehicles. Verify and document all repair work done in vehicles: 100% of the work. Safety observance compliance: 100% of the work.
23.	Museum Assistant	12	i. To ensure proper upkeep of PFI museum ii. To assist the museum - In-charge/Extension specialist during visits of delegations iii. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Update and maintain museum displays: 100% of the items. Report any deterioration of the condition of all items: 100% of the items. Safety observance compliance: 100% of the tasks.
24.	Rope Way Operator	12	i. To ensure maintenance of logging machinery. ii. To Maintain log register of machinery and tools. iii. Carry out logging operations with observance of all safety measures. iv. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Readiness of logging machinery: 100% all the time. Maintenance of log register of logging machinery: 100% of the machinery. Safety observance compliance: 100%
25.	Photographer	11	i. To cover all programmes/functions of PFI with still camera or video recording ii. To assist researches, teaching faculty etc. for taking photographs.	<ul style="list-style-type: none"> Provide photographic coverage for 100% of major PFI events/functions. Produce high-quality wildlife or forestry documentation for at least 3 research/academic requests per month. Maintain a backup image archives monthly. Assist in publication and presentation material preparation as needed.


 Administrative Officer
 Pakistan Forest Institute

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
26.	Khateeb-cum-Pesh Imam	11	<ul style="list-style-type: none"> i. Leading prayers in PFI Masjid, other religious & social duties in collaboration with PFI Masjid Committee. ii. Teaching relevant subjects to forestry students. iii. To teach holy Quran to the employees Children in PFI campus under the supervision of PFI Masjid Committee. iv. Any other task assigned by the high-ups. 	<ul style="list-style-type: none"> • Lead all five daily prayers and Friday/Jummah prayers consistently. • Deliver weekly religious sessions or moral guidance lectures to students. • Maintain Quranic teaching sessions on at least 4 days of week. • Participate in at least 2 PFI official religious/social functions per quarter.
27.	Laboratory Technician	11	<ul style="list-style-type: none"> i. To assist Research Officer ii. To handle and prepare samples for Lab. experiments. iii. To record observations/data of experiments. iv. To perform the machinery calibration and chemical expiry check. v. To ensure the cleanliness of Lab. vi. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Conducting lab. experiment: 100% of the assigned tasks. • Maintain chemicals, machinery and log register:100% of the equipment. • Safety observance compliance:100% of the tasks.
28.	Junior Clerk	11	<ul style="list-style-type: none"> i. Receipt and dispatch of letters. ii. Diarizing (including entry with red ink on notes files) and maintenance of prescribed register, iii. Sorting, distribution and filing of papers; iv. Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He / She should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the Section; v. Record keeping; vi. Establishment and Accounts matters (preparation of pay bills, T.A. bills etc.) vii. Handling of cash, if posted as cashier; viii. To do typing work as and when required 	<ul style="list-style-type: none"> • Maintain 100% up-to-date filing and indexing of records. • Complete data entry for diarizing and file tracking daily with zero backlog. • Prepare and verify at least 2 financial documents (TA bills, pay bills, etc.) weekly. • Ensure proper documentation and safe storage for 100% of official files. • Complete quarterly inventory and audit of section records and registers.



 Director
 Forestry

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
29.	Forester	8	<ol style="list-style-type: none"> To upkeep the research gardens, nurseries, plantation works, grounds and lawns etc. To help the researchers and forest rangers in research/field data collection To record data in relevant files/registers/ computer. Any other task assigned by the high-ups. 	<ul style="list-style-type: none"> Maintenance of research garden, nurseries, plantation, ground: 100% of the assigned tasks. Field tours/ data collection:100% of the assigned tasks. Maintenance of records:100 % of the assigned tasks.
30.	Field Assistant	8	<ol style="list-style-type: none"> To upkeep the research gardens, nurseries, plantation works, grounds and lawns etc. To help the researchers and forest rangers in research/field data collection To record data in relevant files/registers/ computer. Any other task assigned by the high-ups. 	<ul style="list-style-type: none"> Maintenance of research garden, nurseries, plantation, ground: 100% of the assigned tasks. Field tours/ data collection:100% of the assigned tasks. Maintenance of records:100% of the assigned tasks.
31.	Mason	8	<ol style="list-style-type: none"> Texturing and polish block of stone, installing dressed stone mixing cement and restoring old and damaged masonry work. 	<ul style="list-style-type: none"> Complete all masonry repair and maintenance tasks within scheduled time: 100% of the assigned tasks. Ensure quality finishing and repair for at least 90% of reported issues. Submit weekly task reports and updates on pending work. Zero safety violations during operations.
32.	Plant Operator	8	<ol style="list-style-type: none"> Maintenance and upkeep of pilot plants of Forest Products Research Division. Operate pilot plants under the supervision of In-charge officer. Keep the Plant room organized and clean. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> Maintenance and readiness of pilot plants 100% of the assigned plants / machinery. Maintenance and operations logbook of pilot plants: 100% of the plants / machinery. Safety observance compliance: 100% of the assigned tasks.
33.	Foreman (Civil)	8	<ol style="list-style-type: none"> Overseeing the coordination of construction works and ensuring that they are in accordance with priorities and plans Producing schedules and monitoring the attendance of crew Inspecting construction sites frequently and ensuring that manpower and resources are adequate Supervising the use of machinery and equipment Identifying and resolving problems that may arise during construction processes Guaranteeing and implementing 	<ul style="list-style-type: none"> Oversee 100% of site activities daily with documented site log. Submit weekly crew attendance and work progress reports. Ensure all construction/electrical works follow PFI safety and quality standards: 100% compliance). Resolve at least 90% of faults within 72 hours.



 Ministry of Forests
 Pakistan Forest Institute
 Faisalabad

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
			<p>safety precautions while also ensuring that quality standards are met</p> <p>vii. Reporting the progress of construction projects to Assistant Forest Engineers & Executive Officer and other relevant personnel.</p>	
34.	Foreman (Electrical)	8	<p>i. Plan, supervise, and perform all phases of electrical installation.</p> <p>ii. Maintain, repair and inspect electrical systems and service work in new or remodeled facilities.</p> <p>iii. Review and upgrade electrical systems; evaluate electrical procedures; meet with design engineers to ensure electrical needs are met.</p> <p>iv. Review electrical and contract specifications and performance criteria.</p> <p>v. Resolve electrical fault, detailing correct person for fault removal record keeping & supervision on staff.</p>	<ul style="list-style-type: none"> Oversee 100% of site activities daily with documented site log. Submit weekly crew attendance and work progress reports. Ensure all construction/ electrical works follow PFI safety and quality standards (100% compliance). Resolve at least 90% of faults within 72 hours.
35.	Laboratory Assistant	8	<p>i. To upkeep the research laboratories.</p> <p>ii. Preparation of specimens for lab. Examination.</p> <p>iii. To help the researchers in research data collection and compilation.</p> <p>iv. To record data in relevant files/ registers/ computers.</p> <p>v. To observe the Safety protocols.</p> <p>vi. Any other duties assigned by Director/ In-charge officer.</p>	<ul style="list-style-type: none"> Prepare, label, and process samples:100% of the assigned tasks. Maintain all lab equipment log register: 100% of the equipment. Stocking and checking of Lab equipment and chemicals: 100% on Monthly basis.
36.	Driver-Cum-Mechanic	8	<p>i. To maintain the drivers duty & log books.</p> <p>ii. To assign driver duties with officers, official on any LTV, HTV vehicle and performing extra and emergency duties.</p> <p>iii. To manage in time reaching destination.</p> <p>iv. To identify faults and personally supervise the vehicle at the workshop.</p> <p>v. To drive safely and cautiously.</p> <p>vi. To check engine oil, radiator, battery water, brake oil, and changing oil, tyres, filters and battery etc at appropriate time.</p> <p>vii. To wash, clean and polish the vehicle.</p>	<ul style="list-style-type: none"> Maintain 100% up-to-date driver logbook and vehicle servicing schedule. Ensure vehicle cleanliness and readiness before every assigned trip 100%. Identify and resolve minor vehicle faults without delay 100% of the time. Abide by traffic rules with zero violations or safety incidents.

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
			<ul style="list-style-type: none"> viii. To abide by traffic rules. ix. To ensure safety and security of vehicle and machinery at his disposal. x. To ensure that all drivers wear approved uniform. xi. Any other duty assigned to him by his seniors. 	
37.	Store Keeper	7	To maintain the stores and keep their records upto date.	<ul style="list-style-type: none"> • Maintain accurate records for 100% of store articles. • Submit monthly inventory and issue reports with no errors. • Fulfill approved requisitions within 2 working days.
38.	Electrician	7	<ul style="list-style-type: none"> i. Install, maintain, and repair electrical control of wiring, and lighting systems. ii. Perform general electrical maintenance. iii. Inspect transformers, circuit breakers, and other electrical components. iv. Troubleshooting electrical issues using appropriate testing devices. v. Repair and replacing equipment, electrical wiring, and fixtures. vi. Resolve electrical fault, detailing correct person for fault removal record keeping. 	<ul style="list-style-type: none"> • Complete 100% of repair requests within 24-48 hours. • Maintain 100% log of equipment checked and repaired weekly. • Perform monthly inspections of transformers, panels, and connections: 100%.
39.	Forest Guard	7	<ul style="list-style-type: none"> i. Supervise malis/ field workers. ii. Lawns renovation, restoration and maintenance. iii. Supervise activities like planting, thinning, pruning and harvesting trees. iv. Care plant nursery v. Report and record keeping. 	<ul style="list-style-type: none"> • Monitor assigned areas and report 100% of field observations weekly. • Supervise forest maintenance activities: 100% task tracking. • Record and report data for all nursery operations monthly. • Punctuality and good behavior: 100% of the time.
40.	PHC Technician	7	<ul style="list-style-type: none"> i. Check-up of blood pressure (BP) and Temperature of patients and children ii. Dressing of patients iii. E.C.G of patients iv. Instrument sterilization v. Distribution of medicine. vi. Administration of injectable to the patients. 	<ul style="list-style-type: none"> • Ensure 100% stock of essential medications. • Administer treatments and maintain complete patient logs 100% of the patients. • Follow all hygiene and infection-control protocols (100% of the patients).


 Head of Office
 District Forest Institute
 Forest Department
 Government of Karnataka


S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
41.	Clinical Technician Pharmacy	7	<ol style="list-style-type: none"> i. Support pharmacological services by stocking, assembling, and distributing medications. ii. Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipt, and removing outdated drugs. iii. Maintain a safe and clean pharmacy by complying with procedures, rules, and regulations. iv. Protect patients and employees by adhering to infection-control policies and protocols. v. Ensure medication availability by delivering medications to patients as per procedure. vi. Contribute to team effort by accomplishing related results as needed. vii. Check-up of blood pressure (BP) and Temperature of patients and children viii. Drips and injections to the patients ix. Dressing of patients. x. E.C.G of patients. 	<ul style="list-style-type: none"> • Ensure 100% stock of essential medications. • Administer treatments and maintain complete patient logs. • Follow all hygiene and infection-control protocols (100% compliance). • Perform any task assigned by the In-charge subject to prescribed qualification and experience: 100% of the task assigned appropriately.
42.	Garden Supervisor	7	To supervise the work of Head Mali and Malis.	<ul style="list-style-type: none"> • Supervise and document daily activity of all malis. • Conduct weekly garden inspections. • Ensure timely plantation, weeding, and seasonal flower rotations: 100% of the assigned tasks.
43.	Assistant Storekeeper	7	To look after the store articles of all types and maintenance of their proper record.	<ul style="list-style-type: none"> • Maintain accurate and up-to-date records of all stored items. • Process requisitions and issue items within 2 working days of approved request. • Conduct and report monthly physical verification of store inventory.


 Pakistan Forest Institute
 Peshawar

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
44.	Carpenter	7	<ol style="list-style-type: none"> i. To operate woodworking tools and machinery ii. To repair wooden structure at PFI. iii. Making and assembling the wooden structure for office buildings and small furniture articles. iv. To complete the tasks assigned by the foreman wood workshop. v. Making of the test samples for experimental work. vi. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Manufacture and repair assignments completed:100% of the assigned tasks. • Samples preparation for experiments:100% of the assigned experiments. • Maintenance of woodworking tools:100% of the tools. • Maintenance of activity register:100% of the activities. • Safety observance compliance: 100% of the activities.
45.	Polisher	7	<ol style="list-style-type: none"> i. To do the polishing work. ii. To ensure smooth and even finishes on all surfaces. iii. Operate polishing tools and equipment safely. iv. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Complete polishing assigned tasks:100% of the tasks. • Maintenance of polishing log register: 100% of the items. • Safety observance compliance: 100% of the tasks.
46.	Motor Mechanic	7	<ol style="list-style-type: none"> i. To identify the faults in the vehicles ii. To do the repair and overhauling work of the vehicles. iii. Use diagnostic tools and mechanical equipment effectively. iv. To Maintain accurate service and repair records. v. Follow safety standards and ensure a clean and organized workspace. vi. Maintenance of tools and machinery of vehicle workshop. vii. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Conduct repairs and routine overhauls;100% of the assigned tasks. • Document all repair tasks and machine records:100% on daily basis. • Machine and equipment readiness:100% of the equipment. • Safety observance compliance: 100% of the assigned tasks.
47.	Herbarium keeper	7	<ol style="list-style-type: none"> i. To keep the herbarium samples neat and clean. ii. To maintain record of herbarium specimen. iii. Conduct spraying pesticides on the herbarium samples. iv. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Maintain herbarium specimens Up-to-date: 100% of the specimen. • To maintain 100% of the specimens. • To conduct spraying of pesticides: 100% of the assigned tasks.


 Director
 Forest Institute
 Dehra Dun

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
48.	P.T.I.	7	<ol style="list-style-type: none"> i. Conducting Physical training and Sports of forestry students/Trainee Officers. ii. Maintain attendance record of physical training and sports and report to programme officers and DFE. iii. Maintain student discipline at campus. iv. Organize special sports events. 	<ul style="list-style-type: none"> • Physical training in the morning; 100% of working days. • Sport in the evening; 100% on daily basis. • Maintain records of attendance and student fitness logs weekly. • Special sports even as per schedule.
49.	Mechanic	7	<ol style="list-style-type: none"> i. To perform all duties of mechanical work at PFI. ii. Conduct mechanical repairs works. iii. Maintenance of equipment tools for mechanical workshop. iv. Maintenance of activity register of mechanical works. v. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Conduct repairs and routine overhauls;100% of the assigned tasks. • Document all repair tasks and machine records:100% on daily basis. • Machine and equipment readiness:100% of the equipment.
50.	Sawyer	7	<ol style="list-style-type: none"> i. To carry out sawing operation at PFI sawmill. ii. Maintenance of sawing machines and equipment. iii. Maintenance of log and activity registers of sawmill. iv. Follow safety guidelines and maintain a clean work area. v. Any other duties assigned by Director/ In-charge officer. 	<ul style="list-style-type: none"> • Conduct repairs and routine overhauls;100% of the assigned tasks. • Document all repair tasks and machine records:100% on daily basis • Machine and equipment readiness:100% of the equipment. • Safety observance compliance: 100% of the tasks.
51.	Assistant Curator	7	To maintain stores of Forest Education Division.	<ul style="list-style-type: none"> • Maintain and organize 100% of store records for the Forest Education Division with monthly inventory updates. • Ensure timely issuance and return of educational supplies. • Submit quarterly stock verification and condition reports to the concerned supervisor.
52.	Gas Plant Mechanic	7	<ol style="list-style-type: none"> i. Examine / settle the problems of gas supply in PFI colony. ii. Proper checkup of gas supply to PFI laboratories. iii. Report damaged gas meters to In-charge officer. iv. Properly delivered gas bills to concerned officers / officials. v. Resolving Gas pipe meter & 	<ul style="list-style-type: none"> • Inspect, maintain, and repair gas lines and plant systems weekly, ensuring uninterrupted gas supply to all labs and facilities. • Respond to gas-related issues within 24 hours and resolve 90% of complaints without recurrence. • Deliver gas bills on time and


 In-charge Officer

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
			water supply pipe fault. vi. Any other task assigned by the Executive Officer.	maintain accurate logs of gas meter readings and service reports.
53.	Welder	7	i. To perform all welding tasks such as joining, cutting and repairing metal components etc. ii. Maintenance and repair welding tools iii. To maintain activity register iv. Follow safety guidelines and maintain a clean work area. v. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Conduct repairs and routine overhauls:100% of the assigned tasks. Document all repair tasks and machine records:100% on daily basis machine and equipment readiness:100% of the equipment. Safety observance compliance: 100% of the assigned tasks.
54.	Lineman (LT)	6	i. Installing, maintaining, and repairing electrical control, wiring, and lighting systems. ii. Performing general electrical maintenance. iii. Repairing and replacing equipment, electrical wiring, and fixtures. iv. Resolving electrical fault, LTV line maintenance of equipments. v. Any other tasks assigned by the In-charge Officer.	<ul style="list-style-type: none"> Perform inspection and repair of LT lines and electrical systems with 100% safety compliance. Resolve reported electrical faults within 48 hours, maintaining a monthly resolution rate of at least 90%. Maintain accurate maintenance logs and report meter readings/data entries weekly.
55.	Pump Operator	6	i. To maintain all the water pumps of the Institute. ii. Maintain proper timing of running of each water pump. iii. Report for any damage / fault occur in the water pumps to In-charge Officer. iv. Repairing and replacing equipment and electrical wiring of water pumps.	<ul style="list-style-type: none"> Operate and maintain water pumps according to schedule with at least 95% operational uptime. Report and resolve any pump malfunctions or breakdowns within 12 hours of detection. Maintain accurate daily records of pump usage, maintenance, and water distribution timings.
56.	Driver	6	i. Wearing proper uniform of the Driver. ii. Should familiarize himself with Traffic Rules on road-senses iii. Should drive the vehicle with utmost care and keeping in view all the traffic rules etc. iv. Interact with officer / official professionally at all times v. Ensure that the vehicle is always fueled. vi. Before starting the vehicle check the Radiator Water and Battery, etc.	<ul style="list-style-type: none"> Maintain daily logbook entries for all official trips: 100% accuracy and up-to-date mileage records. Perform routine vehicle checks (oil, water, tires, battery) before each trip, ensuring zero preventable breakdowns. Follow all traffic laws with no traffic violations or safety complaints during duty hours.


 State Forest Institute
 Peshawar


S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
			<p>vii. Keep mileage records and repair records up-to-date.</p> <p>viii. To driver performing driver duties with officers, official on any LTV, HTV vehicle and performing extra and emergency duties.</p> <p>ix. To drive safely and cautiously.</p> <p>x. To check engine oil, radiator, battery water, brake oil, and changing oil, tyres, filters and battery etc at appropriate time.</p> <p>xi. To wash, clean and polish the vehicle.</p> <p>xii. To abide by traffic rules.</p> <p>xiii. To ensure safety and security of vehicle and machinery at his disposal.</p> <p>xiv. Any other duty assigned to him by his seniors.</p>	
57.	Fitter	5	<p>i. Plan pipe systems and related equipment installations.</p> <p>ii. Use a variety of tools to modify pipes to specifications.</p> <p>iii. Measure and marking pipes for cutting and threading.</p> <p>iv. Assemble and weld pipe components and systems.</p> <p>v. Secure pipes to walls and fixtures with brackets, clamps, and welding equipment.</p> <p>vi. Repair and maintain pipe systems, supports, and related equipment.</p>	<ul style="list-style-type: none"> • Complete all assigned pipe fitting and blacksmith tasks with at least 90% first-time accuracy and zero safety violations. • Perform routine inspection, repair, or maintenance of piping and mechanical systems as per schedule, completing at least 90% within assigned deadlines. • Maintain daily logs of tasks completed and tools used, with updates submitted weekly to the supervising officer.
58.	Tennis Marker	5	<p>i. Coaching to students/ Trainee Officers.</p> <p>ii. Maintenance of tennis lawns</p> <p>iii. Conducting tennis games.</p>	<ul style="list-style-type: none"> • Conduct at least 3 tennis coaching sessions per week for forestry students and trainee officers. • Maintain the tennis courts in playable condition: 100% • Assist in organizing or supporting a minimum of 2 sports events or matches per semester.

Pakistan Forest Institute
Peshawar


S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
59.	Assistant Photographer	5	<ol style="list-style-type: none"> i. To assist the photographer ii. Any other task assigned by the high-ups. 	<ul style="list-style-type: none"> • Assist the photographer in capturing high-quality images of wildlife species during field assignments. • Maintain all wildlife photography equipment, ensuring it is field-ready with zero preventable breakdowns or battery failures. • Organize and label all wildlife photographs with accurate species/location data and upload to the digital archive within 3 working days of each assignment.
60.	Daftari	4	<ol style="list-style-type: none"> i. The officer's tables are fully furnished with the requisite stationery. ii. Properly distribution of stationary and other forms amongst the division. iii. Repairing all damaged file covers and pages of current and record files. iv. Maintain closed diaries, dispatch register and other relevant documents / files in good condition and repair them whenever they are found in torn or damaged state, and see that these are properly dusted daily. v. Seal secret and confidential letters. vi. Any other tasks assigned by the In-charge Officer. 	<ul style="list-style-type: none"> • Ensure cleanliness and sealing of 100% confidential files. • Repair file covers and maintain diaries/dispatch registers without errors. • Distribute stationary to all sections on time.
61.	Hawaladar Armed Guard	4	<ol style="list-style-type: none"> i. Supervision of Armed Guard. ii. To perform security duty at main office /whole colony. iii. To check vehicles properly for security purpose. iv. To check visitors and their luggage with metal detector. v. To check out going office vehicles and ensure that no official equipment and furniture are taken in the vehicles. vi. To collect the gate passes of outgoing officials if any ensure no thefts/no loss of office property takes place. vii. To ensure safety and security of office record and equipment etc. viii. Keep liaison with Campus Police. ix. Any other duty assigned to him by Officer In-charge. 	<ul style="list-style-type: none"> • Enforce 100% gate pass and visitor checking procedures. • Record all security observations in daily logs. • Zero loss/theft incidents reported under their shift. • Punctuality and good behavior: 100%


 Sub Forest Officer
 Forest Department
 Government of India

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
62.	Jamadar Armed Guard	4	i. Supervision of Armed Guard. ii. To perform security duty at main office /whole colony. iii. To check vehicles properly for security purpose. iv. To check visitors and their luggage with metal detector. v. To check out going office vehicles and ensure that no official equipment and furniture are taken in the vehicles. vi. To collect the gate passes of outgoing officials if any ensure no thefts/no loss of office property takes place. vii. To ensure safety and security of office record and equipment etc. viii. Keep liaison with Campus Police. ix. Any other duty assigned to him by Officer In-charge.	<ul style="list-style-type: none"> Enforce 100% gate pass and visitor checking procedures. Record all security observations in daily logs. Zero loss/theft incidents reported under their shift. Punctuality and good behavior: 100%
63.	Lab. Attendant	4	i. Proper upkeep of laboratories ii. To assist Lab. Assistant in lab. works iii. Clean and sterilize equipment and work area. iv. Classify and label samples and chemicals etc. v. To maintain log registers of chemicals and equipment. vi. To observe safety measures. vii. Any other duties assigned by Director/ In-charge officer.	<ul style="list-style-type: none"> Cleanliness of labs and equipment 100% on daily basis. Cleanliness of labs and machinery :100% of the labs. & equipments. Safety observance compliance: 100% of the assigned tasks.
64.	Head Mali	4	i. To manage the overall day to day maintenance of all aspects of the garden. ii. To manage and maintain general cleanliness in the garden. iii. To manage and maintain gardening supplies. iv. To control quality of all aspects of gardening including health and safety. v. Conduct training and development of the Malis.	<ul style="list-style-type: none"> Water and maintain all nursery plots and gardens as per schedule. Perform at least 2 pruning/cleaning tasks weekly. Ensure seasonal flowers and lawns are healthy and trimmed.
65.	Jamadar Sanitary Worker	4	i. To Maintain the Main Building Area & whole PFI colony clean. ii. To be available during office hours. iii. To ensure safety and security of equipment at his disposal. iv. To supervise all sanitary workers and assign tasks to them. v. Any other duty assigned to him by his seniors.	<ul style="list-style-type: none"> Maintain 100% cleanliness in designated zones daily. Use cleaning tools and materials correctly with zero misuse. Report and address any hygiene issues immediately.



 In-charge Officer

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
66.	Armed Guard	3	<ol style="list-style-type: none"> i. To perform security duty at main office /whole colony. ii. To check vehicles properly for security purpose. iii. To check visitors and their luggage with metal detector. iv. To check out going office vehicles and ensure that no official equipment and furniture are taken in the vehicles. v. To collect the gate passes of outgoing officials if any ensure no thefts/no loss of office property takes place. vi. To ensure safety and security of office record and equipment etc. vii. Any other duty assigned to him by his seniors. 	<ul style="list-style-type: none"> • Enforce 100% gate pass and visitor checking procedures. • Record all security observations in daily logs. • Zero loss/theft incidents reported • Punctuality and good behavior: 100%
67.	Sanitary Worker	3	<ol style="list-style-type: none"> i. To maintain the Sanitary Worker duty. ii. To maintain the main building area & whole PFI colony clean. iii. To be available to duty whenever required by high ups. iv. To ensure safety and security of equipment at his disposal. v. Any other duty assigned to him by his seniors. 	<ul style="list-style-type: none"> • Ensure cleanliness of assigned buildings and premises daily with zero missed zones. • Properly dispose of waste and maintain cleaning supplies. • Follow hygiene and safety protocols during cleaning activities:100% compliance.
68.	Bearer	3	<ol style="list-style-type: none"> i. Serve meals to students and guest in hostels. ii. Washing of crockery items. iii. Maintenance of hygiene, Keep hostels/Rooms in Tidy Condition. iv. Loading/unloading luggage of officers and students during tour. v. Ensuring safety of luggage. 	<ul style="list-style-type: none"> • Meals Serve in hostels: 100% on daily basis. • Maintenance of cleanliness and hygiene in dining areas and utensils after each use: 100% on daily basis. • Meal service and assistance with luggage and room upkeep during student tours: 100%
69.	Butler	3	<ol style="list-style-type: none"> i. Supervision of bearers and sanitary workers in hostels to ensure hostel services. ii. Maintenance of hostels in neat and tidy conditions. iii. Assess and restock foods items collections as necessary. iv. Serve meals and pours drinks for guests. 	<ul style="list-style-type: none"> • Maintenance of hostels services 100% on daily basis. • Maintenance of cleanliness in hostels: 100% on daily basis.



 Inspector General
 P. W. K. Forest Institute

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
70.	Cook	3	<ul style="list-style-type: none"> i. Cooking for Forestry students as well as guests of PFI. ii. Maintenance of hygiene, keep kitchen in tidy conditions. iii. Follow recipes, including measuring, weighing and mixing ingredients. iv. Present, garnish and arrange final dishes. 	<ul style="list-style-type: none"> • Prepare all meals on time daily, maintaining hygiene: 100% on daily basis.
71.	Cleaner	3	<ul style="list-style-type: none"> i. To check engine oil, radiator, battery water, brake oil, and changing oil, tyres, filters and battery etc. at appropriate time. ii. To wash, clean and polish the vehicle. iii. To ensure safety and security of vehicle and machinery at his disposal. iv. To perform duty in school bus. v. Any other duty assigned to him by his seniors. 	<ul style="list-style-type: none"> • Wash, clean, and polish assigned vehicles and equipment daily with no safety or hygiene complaints. • Check and top-up basic fluids (oil, water, brake fluid, etc.) before each vehicle operation. • Maintain cleaning schedule of all assigned areas with 100% task completion rate per shift.
72.	Dai	3	<ul style="list-style-type: none"> i. Cleanliness of Female - ward (Delivery room) ii. Help/assist in conducting deliveries iii. Assist the senior at the time of delivery iv. Sterilize all the instruments v. Looking after the delivery table and necessary items in the labor room. vi. Dusting of whole hospital. vii. Keep and maintain the record of dressings and other related task. 	<ul style="list-style-type: none"> • Assist in 100% of delivery cases and maintain cleanliness in the delivery room daily. • Sterilize instruments and maintain inventory of dressing supplies with zero lapses 100% of the instruments. • Record and update dressing and procedure logs after each patient interaction 100% of the logs.
73.	Library Attendant	3	<ul style="list-style-type: none"> i. To follow library rules and procedures, especially as relate to issuing library cards, checking out items, processing new material etc. ii. Checking books in and out at the front desk. iii. Sorting and shelving books according to their categorization. iv. Register new members and maintaining and updating member profiles. v. Maintaining records of books taken out and books brought back. vi. Cataloging new arrivals. vii. Any other task official task assigned by the high-ups. 	<ul style="list-style-type: none"> • Sort, shelve, and arrange at least 30 books or materials weekly according to library classification. • Assist in issuing and receiving books with 100% accuracy and proper logging. • Keep library furniture, counters, and reading areas clean and organized daily 100% of the furniture etc.

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
74.	Mali	3	<ol style="list-style-type: none"> i. Proper upkeep of research gardens, nurseries, lawns, flower beds etc. ii. Proper pruning of hedges, trees, shrubs etc. iii. Performs miscellaneous job-related duties as assigned. iv. Any other official task assigned by the high-ups. v. To cater for the water supply to the inaccessible areas in the Main building premises. vi. To grow and maintain seasonal flowers and plants. vii. To paint the plants bud vase with red colour on quarterly basis. viii. To ensure safety and security of office record etc. ix. Any other duty assigned to him by his seniors. 	<ul style="list-style-type: none"> • Ensure all hoeing, irrigation, nutrient application and all other cultural practices 100 % of the assigned tasks. • Water and maintain all nursery plots and gardens as per schedule: 100% of the assigned tasks. • Perform at least 2 pruning/cleaning tasks weekly. • Ensure seasonal flowers and lawns are healthy and trimmed continuous.
75.	Masatchi	3	<ol style="list-style-type: none"> i. Assist cook in preparation of food items. ii. Washing of crockery items. 	<ul style="list-style-type: none"> • Cooking of food in hostels: 100% on daily basis. • Washing of crockery on daily basis.
76.	Museum Attendant	3	<ol style="list-style-type: none"> i. To clean museum furniture and other items before office hours. ii. Providing drinking water and other requirements for the officers and staff. iii. Shifting of articles of museum from one place to another; iv. Any other duty that may be assigned by his office In-charge and he shall not leave the office without the permission of his office In-charge. 	<ul style="list-style-type: none"> • Clean and organize museum exhibits and furniture daily before office hours: 100 % of the items. • Assist during all scheduled museum visits or delegations with 100% attendance and cooperation. • Safely move museum materials and maintain display readiness with no exhibit damage: 100% of the material.
77.	Najib Qasid	3	<ol style="list-style-type: none"> i. Carrying files/ Papers/ Dak from one place to another within & outside office premises, ii. To clean office furniture and other items. iii. Providing drinking water and other requirements. iv. Shifting of articles of furniture from one place to another; v. Any other duty that may be assigned by his office In-charge and he shall not leave the office without the permission of his office In-charge. 	<ul style="list-style-type: none"> • Complete 100% assigned file movements and errands daily. • Ensure offices are cleaned before working hours: 100% daily. • Maintain tea/water/visitor support: 100% as required.


 Director
 Palagan Forest Institute
 Palagan

S.NO.	DESIGNATION	BPS	JOB DESCRIPTION	KPI
78.	Khalasi	3	<ol style="list-style-type: none"> i. Carrying files/ Papers/ Dak from one place to another within & outside office premises. ii. To clean office furniture and other items. iii. Providing drinking water and other requirements. iv. Shifting of articles of furniture from one place to another; v. Any other duty that may be assigned by his office In-charge and he shall not leave the office without the permission of his office In-charge. 	<ul style="list-style-type: none"> • Complete 100% assigned file movements and errands daily. • Ensure offices are cleaned before working hours: 100% daily. • Maintain tea/water/visitor support: 100% as required.
79.	Plant Collector	3	<ol style="list-style-type: none"> i. Specimen collection & preparation. ii. Mounting Specimens iii. Labeling and Documentation iv. Maintenance and Organization v. Record data for each specimen. vi. Preparing herbarium sheet for plant specimen and maintaining herbarium record. vii. Any other duties assigned by the Director/ In-charge Officer. 	<ul style="list-style-type: none"> • Collect and prepare a minimum of 20 plant specimens monthly for herbarium or research use. • Accurately label and document location and collection details for 100% of specimens. • Maintain proper records and preservation of collected materials.
80.	Plant Mounter	3	<ol style="list-style-type: none"> i. Fieldwork and Specimen Collection. ii. Specimen Preparation iii. Maintains flowers, bushes, trees, and shrubs. iv. Preparation of herbarium sheets. v. To assist in various maintenance activities as required. vi. Any other duties assigned by the Director/ In-charge Officer. 	<ul style="list-style-type: none"> • Mount and label herbarium specimens: 100% of the assigned tasks. • Maintain cleanliness and organization of herbarium workspace with zero specimen damage incidents. • Assist in specimen preservation activities (e.g., spraying) at least once per month.
81.	Sport Attendant	3	<ol style="list-style-type: none"> i. To assist Physical Training Instructor in physical training and games. ii. Maintenance of sports equipment. 	<ul style="list-style-type: none"> • Assist the PTI in conducting at least 5 sports or physical training sessions per week. • Ensure all sports equipment is maintained and made available before each session with 100% readiness. • Support the organization of at least 1 student sports event per semester.


 15th Floor, Institute
 Chahawai