

BANGLADESH TEA RESEARCH INSTITUTE

Director

- a. Responsible for overall administration and financial management of the Institute.
- b. Responsible for planning, guiding, co-ordinating and evaluation of research projects of different research divisions.
- c. To be responsible for supervision of B.T.R.I. farm, Bilascherra Experimental Farm.
- d. To be responsible for rendering advisory services to tea planters and making liaison with planting community including Bangladeshiya Cha Sangsad and other Tea Research Institutes in abroad.
- e. To be responsible for acting as advisor to Bangladesh Tea Board on scientific matters.
- f. To be responsible for editing Tea Journal, Annual Reports and other publication of the Institute.
- g. To be responsible for management and administration of Dauracherra and New Samanbag Tea Estates.
- h. Any other duties assigned by Bangladesh Tea Board.

Principal Scientific Officer

- a. To be responsible for planning, guiding, executing and supervising research projects and other activities of respective divisions.
- b. To assist Director in administration and policy making etc. of the Institute.

Senior Scientific Officer

- a. To be responsible for supervising and co-ordinating research activities with Scientific Officers.
- b. To be responsible for formulation of appropriate policy/technology in respective field of science and technology.
- c. To be responsible for formulation of research programme and overall supervision.
- d. To impart training to the Officers and Staff of tea estates.
- e. To extend advisory services on scientific/technological aspects to the tea industry.

Senior Scientific Officer (Technology)

- a. To conduct research on the processing.
- b. To be responsible for planning and designing of tea machinery.
- c. To be responsible for supervision and management of B. T. R. I. tea factory.
- d. To be responsible for overall supervision and maintenance of workshop and powerhouse.
- e. To be responsible for construction and repairings and maintenance of office and residential buildings.

Senior Medical Officer

- a. To be responsible for looking after the medicare of all Officers and Staff of the Institute and Project Development Unit.
- b. To be responsible for looking after the medicare of labourers of B. T. R. I. and Bilascherra Experimental Farm.
- c. To be responsible for looking after the medicare of Dauracherra Tea Estate.

Scientific Officer

- a. To assist the Principal Scientific Officer and Senior Scientific Officer.
- b. To be responsible for carrying out experimental works as per approved research programme.
- c. To assist and conduct experiments.
- d. To be responsible for supervision of field and laboratory trials.
- e. To attend advisory services to different Tea Estates.
- f. To be responsible for divisional annual and monthly reports on experimental findings

Assistant Scientific Officer

- a. To assist for laboratory and field trials.
- b. To analyse soil, plant and other relevent sample meterials received from tea estates by respective research divisions.
- c. To maintain experimental data.
- d. To assist for divisional advisory work.

Assistant Farm Superintendent

- a. To be responsible for maintaining and supervising experimental farms
- b. To be responsible for management of labourers
- c. To maintain various registers
- d. Any other duties assigned by Director of B. T. R. I.

Assistant Engineer

- a. To plan and design all construction work
- b. To prepare estimate for all construction work
- c. To supervise all construction work
- d. To check up measurement of all construction work
- e. To inspect and supervise the work of contractors related to B. T. R. I.

Administrative Officer

- a. To assist Director to run general administration of the Institute
- b. To supervise the work related to common service
- c. To maintain vehicles of the Institute
- d. To be responsible for arrangements for meetings of the Institute
- e. Any other duties to be assigned by the Director.

Head Assistant

- a. To supervise the work of establishment
- b. To assist Director and Senior Officer in routine official work.
- c. To be responsible for maintenance of files & records
- d. To maintain attendance of Staff.
- e. To be responsible for Staff welfare
- f. To be responsible for proper maintenance of vehicles, buildings etc. of the Institute.
- g. Any other duties to be assigned by the Director and Senior Officer.

Accountant

- a. To be responsible for preparation of Annual Budgets.
- b. To be responsible for preparation of Final Accounts.

- c. To be responsible for maintenance of proper Books of Accounts.
- d. To be responsible for disbursement of salary of Officer and Staff.
- e. To be responsible for compilation of Accounts, Reports and Statements.
- f. To submit statements related to accounts and when required by Bangladesh Tea Board.
- g. Any other duties to be assigned by the Director.

Store Officer

- a. To remain overall incharge of the store of the Institute.
- b. To arrange procurement and issue of goods
- c. To maintain stock register of store
- d. To arrange storing and maintaining of goods scientifically.
- e. To arrange physical verification and compilation of Institute's store.
- f. To maintain weekly and monthly stock position of goods.
- g. To be responsible for certifying and checking of bills of suppliers.

Foreman

- a. To organise and co-ordinate maintenance of schedules of machinery, equipment and vehicles of the Institute.
- b. To check, maintenance of Institute machinery periodically and advise corrective measures.
- c. To impart technical knowhow to the mechanical staff of the Institute regarding economic use of spares and accessories.
- d. To advise overhauling and follow up of all machinery including vehicles.
- e. To check purchase indents.
- f. To be responsible for general supervision and control of electrification, sewerage etc.

Librarian-cum-Publication Officer and Translator

- a. To be responsible for maintenance of library.
- b. To issue Books, Journals, Periodicals.
- c. To be responsible for maintenance of books, important files and documents in the library.
- d. To be responsible for translation of scientific articles.
- e. To be responsible for publication of journal, booklets, memorandum etc.

- f. To be responsible for procurement of books, journals and numbering them and enter in the registers.
- g. To be responsible for preparation of weekly and annual statements/reports etc. as and when required.

Farm Supervisor

- a. To be responsible for management of labourers.
- b. To maintain cultivation register.
- c. To be responsible for supervision of plantation.
- d. To be responsible for timely harvesting of farm produce.
- e. To maintain store of farm produce.
- f. To plan and effect disposal of farm produce.

Senior Field Assistant

- a. To supervise field work of research division.
- b. To be responsible for new plantation of tea.
- c. To be responsible for proper management of Bilascherra Experimental Farm.
- d. To be responsible for collection of farm produce.
- e. To assist farm Supervisor.
- f. To arrange disposal of farm produce.