



**National Institute of Food Technology Entrepreneurship and Management**  
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956  
and An Autonomous Institution under Ministry of Food Processing Industries, Govt. of India  
Plot No. 97, Sector 56, HSIIDC Industrial Estate, Kundli, District- Sonapat, Haryana -  
131028

**Ref. No. NIFTEM/KSNAL/2021/83/01**

**Online-Interview**

The following posts are on purely **Contractual** basis for the two projects entitled

1. Setting up of Kerala Sports Nutrition Assessment Laboratory (KSNAL)
2. Development of Nutritional Supplements for Sports Children (11-17 Years)

**Project1: Setting up of Kerala Sports Nutrition Assessment Laboratory (KSNAL)**

<b>1) Data Entry Operator (DEO)</b>	
<i>Eligibility criteria</i>	<b>Essential Qualification &amp; Experience:</b> Graduate in any discipline from a recognized University with One year of experience, having working knowledge of Computer Applications and speed of 8000 key depressions per hour.
<i>Desirable</i>	Good communication Skills Well acquainted with Malayalam and English language
<i>Age</i>	Maximum 35 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	1
<i>Stipend</i>	Rs. 12000/- per month consolidated
<i>Duration</i>	12 months
<i>Posting at</i>	Kerala
<i>Job Role</i>	<ul style="list-style-type: none"><li>• Insert subjects and account data by inputting text based and numerical information from source documents within time limits</li><li>• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry</li><li>• Review data for deficiencies or errors, correct any incompatibilities if possible and check output</li><li>• Research and obtain further information for incomplete documents</li><li>• Apply data program techniques and procedures</li><li>• Generate reports, store completed work in designated locations and perform backup operations</li><li>• Scan documents and print files, when needed</li><li>• Keep information confidential</li></ul>

	<ul style="list-style-type: none"> <li>• Respond to queries for information and access relevant files</li> <li>• Comply with data integrity and security policies</li> <li>• Ensure proper use of office equipment and address any malfunctions</li> </ul>
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<b>2) Office Assistant</b>	
<i>Eligibility criteria</i>	<b>Essential Qualification &amp; Experience:</b> Graduate with minimum 50% or more marks or Post Graduate with minimum of 50% or more marks from recognized university in any discipline with working knowledge of computer and should possess an aptitude for drafting/noting in English/ Hindi
<i>Desirable</i>	Good communication Skills. Well acquainted with English and Hindi Language
<i>Age</i>	Maximum 35 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	1
<i>Stipend</i>	Rs. 17000/- per month consolidated
<i>Duration</i>	12 months
<i>Posting at</i>	NIFTEM Kundli
<i>Job Role</i>	<ul style="list-style-type: none"> <li>• Handling incoming calls and other communications.</li> <li>• Managing filing system.</li> <li>• Recording information as needed.</li> <li>• Greeting clients and visitors as needed.</li> <li>• Updating paperwork, maintaining documents and word processing.</li> <li>• Helping organize and maintain office common areas.</li> <li>• Performing general office clerk duties and errands.</li> <li>• Organizing travel by booking accommodations and reservations needs as required.</li> <li>• Coordinating events as necessary.</li> <li>• Maintaining supply inventory.</li> <li>• Maintaining office equipment as needed.</li> <li>• Aiding with client reception as needed.</li> <li>• Experience as a virtual assistant.</li> <li>• Creating, maintaining, and entering information into databases.</li> </ul>

<b>3) Technical Assistant</b>	
<i>Eligibility criteria</i>	<b>Essential Qualification &amp; Experience:</b> Masters in Food and Nutrition/Biochemistry/ Sports Nutrition/ Food Science/ Food Technology/Food Science & Technology / Food Technology and Management with 50% or more marks OR Diploma with 50% or more marks in Food Technology/ Food Science & Technology/ Food and Nutrition/ Clinical Nutrition and Dietetics/ Sports Nutrition/ Biochemistry

	Or B.Sc. in Chemistry (Honours)/B.Sc. -general with Chemistry/ B.Sc. Biochemistry-50% or more marks with two years relevant experience in Government Organizations/Institutes/ Universities/Labs / well established private organizations with experience of working in Food Science/Bio related Lab/ Chemistry or Biochemistry Lab /Instrumentation and with knowledge about laboratory operations.
<i>Desirable</i>	One year (Masters) /two years (Diploma/Graduation) relevant experience in government Organization/ Institutes/ Universities/ labs or in Industry/well established private organizations, or with at least one year relevant experience of working in a Food Science/Bio related Lab/ Chemistry or Biochemistry Lab / Instrumentation/ NABL lab and with knowledge about laboratory operations interpretations, preparation of SOPs and other required documents. Well acquainted with Malayalam and English language
<i>Age</i>	Maximum 35 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	1
<i>Stipend</i>	Rs. 20000/- per month consolidated
<i>Duration</i>	12 months
<i>Posting at</i>	Kerala
<i>Job Role</i>	<ul style="list-style-type: none"> <li>• Receiving, labeling and analyzing samples (biological or food samples etc.)</li> <li>• Designing and executing laboratory testing according standard procedures</li> <li>• Conducting experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods</li> <li>• Organize and store all chemicals substances, fluids and compressed gases according to safety instructions</li> <li>• Record all data and results in specified forms (paper and electronic) with accuracy and responsibility</li> <li>• Maintain equipment and assist in ordering laboratory supplies</li> <li>• Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment</li> </ul>
<b>4) Sports Trainee</b>	
<i>Eligibility criteria</i>	<b>Essential Qualification &amp; Experience:</b> Masters in Food and Nutrition/Clinical Nutrition and Dietetics/ Biochemistry/ Sports Nutrition/Food Science/ Food Technology/Food Science & Technology / Food Technology and Management with 60%
<i>Desirable</i>	Knowledge of Nutritional Assessment and Food analysis Well acquainted with Malayalam and English language
<i>Age</i>	Maximum 35 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	1

<i>Stipend</i>	Rs. 25000/- per month consolidated
<i>Duration</i>	12 months
<i>Posting at</i>	Kerala
<i>Job Role</i>	<ul style="list-style-type: none"> <li>• Be familiar with the requirements as outlined in program requirement handbooks and curricula</li> <li>• Identify their learning needs, set learning objectives and discuss these objectives with the head</li> <li>• Initiate meetings with their supervisor to regularly discuss and receive feedback on their progress in the training program</li> <li>• Fulfil all learning and assessment requirements of the training program, ensuring these are submitted on time</li> <li>• Attend teaching sessions organised within their training setting</li> <li>• Actively seek feedback and respond appropriately to feedback on their performance and achievements</li> <li>• Reflect on their performance and development as a learner, teacher and professional in order to meet the required standards.</li> <li>• Provide administrative support</li> <li>• Get familiar with administrative duties</li> <li>• Participate in strategic planning</li> <li>• Help in evaluating performance (e.g. writing reports, analyzing data)</li> <li>• Keep track of all the trainings/ workshops or projects</li> <li>• Create and give presentations</li> </ul>

<b>5) Lab Manager</b>	
<i>Eligibility criteria</i>	<b>Essential Qualification &amp; Experience:</b> Masters in Food and Nutrition/Biochemistry/ Sports Nutrition/ Food Science/ Food Technology/Food Science & Technology / Food Technology and Management with 50% or more marks.
<i>Desirable</i>	More than one-year relevant experience in government Organization/ Institutes/ Universities/ labs or in Industry/well established private organizations or with at least two-year relevant experience of working in a Food Science/Bio related Lab/Chemistry or Biochemistry Lab / Instrumentation and with knowledge about laboratory operations, interpretations, preparation of SOPs and other required documents. Well acquainted with Malayalam and English language
<i>Age</i>	Maximum 40 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	1
<i>Stipend</i>	Rs. 30000/- per month consolidated
<i>Duration</i>	12 months
<i>Posting at</i>	Kerala
<i>Job Role</i>	<ul style="list-style-type: none"> <li>• Provides laboratory diagnostic and therapeutic information, products, and services by establishing specimen preparation procedures; developing and implementing analytical procedures; evaluating</li> </ul>

	<p>laboratory information; reporting results according to protocols.</p> <ul style="list-style-type: none"> <li>• Maintains laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair.</li> <li>• Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.</li> <li>• Maintains laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustment.</li> <li>• Maintains quality results by participating in the quality assurance program; performing proficiency surveys; reviewing quality control and quality assurance programs; making adjustments in policy and procedures; generating reports; maintaining records.</li> <li>• Maintains laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.</li> <li>• Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.</li> <li>• Completes operational requirements by scheduling and assigning employees; following up on work results.</li> <li>• Maintains laboratory staff results by counseling and disciplining employees; planning, monitoring, and appraising job results.</li> <li>• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.</li> <li>• Bills for services by completing requests for service; monitoring billed units; providing the billing office with service codes.</li> <li>• Provides administrative support by acting as manager on call.</li> <li>• Contributes to team effort by accomplishing related results as needed.</li> </ul>
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**Project 2: Development of Nutritional Supplements for Sports Children (11-17 Years)**

<b>1) Junior Research Fellow (JRF)</b>	
<i>Eligibility criteria</i>	<p><b>Essential Qualification &amp; Experience:</b>  PhD/Masters in Food Science and Nutrition, Food Science and Technology, Sports science/ Food Technology and Management, Bioprocess and Food Engineering, Life Sciences  Candidates having post-graduate degree with 3 years Bachelor's degree and 2 years Master's degree should have cleared NET (National eligibility test) exam and 2 years of research experience.</p>

<i>Desirable</i>	Knowledge about Product Development, Food Analysis
<i>Age</i>	Maximum 40 years (relaxation of 5years for women and for SC/ST/OBC as per Government of India rules).
<i>No. of positions</i>	2
<i>Stipend</i>	Rs. 31000/- (+ 8% HRA) per month
<i>Duration</i>	4 months
<i>Posting at</i>	NIFTEM Kundli

## 2) Field Level Investigator

<i>Eligibility criteria</i>	<p><b>Essential Qualification &amp; Experience:</b>  Bachelors/ Masers degree in Home Science, Social work, Science, Humanities from an accredited institution  A relevant experience in the field/ Community Nutrition/ Community Work will be given preference with knowledge of computer operations like MSWord, Excel, Power point</p>
<i>Desirable</i>	Well acquainted with Malayalam and English language
<i>Age</i>	Maximum 35 years (relaxation of 5 years for women and for SC/ST/OBC As per Government of India rules).
<i>No. of positions</i>	2
<i>Stipend</i>	Rs. 15000/- per month consolidated
<i>Duration</i>	2 months
<i>Posting at</i>	Kerala
<i>Job Role</i>	<ul style="list-style-type: none"> <li>• Get trained in Protocol of Survey, as well as SOPs and training manuals.</li> <li>• Conduct survey</li> <li>• Rapid data collection using software/ manually through questionnaires</li> <li>• Decide on eligibility of individuals and inform them on timings for attending survey sites with procedures to be done.</li> <li>• Hand over the acknowledgement receipt with appropriate serial number to enrolled participant</li> <li>• Regularly synchronize data with existing data base and update for futuristic analysis.</li> <li>• Coordinate with local staff</li> <li>• Follow-up eligible participants if not presented on scheduled time.</li> <li>• Follow-up those eligible participants who could not give their inputs on time.</li> <li>• Assist in preparing cluster report.</li> <li>• Assist in maintaining financial expenditure for each cluster.</li> <li>• Any other job as assigned</li> </ul>

The soft copy of the application in the given format (Annexure I) should be submitted at <https://tinyurl.com/muepud88> on or before 12.08.2022 by 6.00 PM.