

## **JOB DESCRIPTION**

### **JOB INFORMATION:**

<b>Job Title</b>	<b>Officer on Special Duty (OSD-Productivity Enhancement)</b>
------------------	---

### **MAIN PURPOSE: (captures essence of the job in brief)**

Planning and successful execution of Veterinary Healthcare activities of JMF in all locations.
--

### **MAIN RESPONSIBILITIES:**

1. Conduction of infertility, deworming and vaccination camps in villages.
2. Ensure proper preventive & therapeutic healthcare of experimental animals at model shed, Hotwar.
3. Ensure inventory of all emergency drugs and supplements.
4. Ensure timely processing of bills related to veterinary activities.
5. Submit of monthly and periodic reports related to veterinary activities in front of Management.
6. Timely indenting for purchase of veterinary drugs and medicines.
7. Coordinate with the team of veterinary doctors posted in different JMF locations.
8. Observe statutory compliances related to veterinary activities.
9. Extension activities in Villages
10. Any other ancillary activities assigned by JMF

### **JOB SPECIFICATIONS:**

<b>Education:</b>	The incumbent should be a Bachelor in Veterinary Science & Animal Husbandry (B.VSc. & AH) and have more than 15 years of experience preferably in Dairy sector. Retired persons can also apply.
-------------------	---