

No.DE/PLG/Lab. Asstt./2019-20/934
Government of Goa
Directorate of Education
Alto- Porvorim, Bardez-Goa.

Dated:- 21/08/2019.

Ref: 1. Circular No. Acad. I/Misc/76/97/531 dated 15.03.2005
2. Circular No. Acad. I/Misc/65/2014-15/153 dated 29.04.2014

C I R C U L A R

In partial modification to Circular No. Acad/Misc/76/97/531 dated 15/03/2005 and Annexure 'A' to it the duties and responsibilities to allotted to Laboratory Assistant in high schools and the higher secondary schools are indicated in the Annexure 'A' of this circular

All the Managements and Heads of the Institutions in the State of Goa shall take note of the same.


(Nagraj Honnekeri)
Director of Education
Porvorim- Goa

To,
All the Heads of
Non-Govt. Aided Secondary
& Hr. secondary Schools
in the State of Goa

Copy to:

1. Zonal Offices, North /Central/ South
2. All the A.D.E.I.'s Offices.
3. The Nodal Officer (IT)... for Uploading on the web-site.

Ref.:- Circular No. DE/PLG/Lab.Asstt./2019-20
dated 20.08.2019.

ANNEXURE – A

Duties and Responsibilities of Lab. Assistant.

1. The Lab. Asst. shall work for 6 1/2 hours per day.
2. Weekly planning and execution of class-wise Practicals and activities in consultation with science teachers.
3. Guidance for the students to conduct Practicals and activities.
4. Maintenance of attendance register of the students attending the Practical work.
5. To assist science teachers in Science Exhibition, Science Club, Eco Club or any other work related to science projects and activities.
6. Exposure of science equipments for V, VI and VII and assisting the science teachers in conducting activities/demonstration for these classes for those who are working in High School Section. However it is not applicable for Higher Secondary school Lab. Assistants.
7. Procurement of materials/equipment for laboratory as per norms in consultation with respective Science Teacher and Head of the Institution.
8. Maintenance of consumable and non-consumable registers and register of breakage's.
9. Maintenance of Laboratory equipments, labeling and arranging equipments and specimens in proper order.
10. Maintenance of science charts, maps, models, teaching aids and maintaining teaching aids register used by the Science Teacher with the help of Lab. Attendant if any.
11. Attending monthly staff meeting.
12. Cause to maintain the lab. Equipment neat and tidy if required by painting, which are prone for rusting through Lab. Attendant/Multitask.
13. Collecting of specimen as suggested by the teachers with the help of Lab. Attendant/Multitasking staff.



