



**Counseling and Placement Cell**  
**Directorate of Students' Welfare**  
Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar

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Date: 05-Aug-2024

**NOTICE**

It is to bring to the kind information that J K Trust, Bombay are willing to recruit Master of Veterinary Sciences (M.V.Sc) in Livestock Product Management for Livestock Development in rural areas in Thane office (Maharashtra) and other project areas. Interested candidates may send their resume to Dr. Tarun Gupta, Assistant Professor, VCC at E-mail: tarunvet@luvas.edu.in and placement.cell@luvas.edu.in latest by 17-Aug-2024.

ADSW (C&P)

### **Required Qualification & Experience:**

- I. Master of Veterinary Sciences (M.V.Sc) in Livestock Product Management from any reputed University with working experience of 0-3 Years.

### **II. Job Description :**

### **Role and Responsibilities :**

- Excellent written and verbal communication skills in English and Hindi. Preparation of project proposals, technical write ups/articles, various brochures, leaflets and other publicity related materials, Knowledge of annual planning & implementation of need based program.
- Well versed in Outlook, Word, Excel and PowerPoint presentation for internal and external meetings and conferences.
- Proficient in communication and documentation, Team Management and operations.
- Technical and administrative monitoring of State/Region/ Country.
- Studying weekly/monthly MIS and summarizing the crucial information for top management.
- Attending review meetings and preparation of minutes of the meetings.
- Assist in preparation of documents for participating in various Government tenders related to our focus areas.
- Having technical knowledge of the livestock sector including fodder production, animal health, animal nutrition etc.
- Liaison with Animal Husbandry department of central and state government.