

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

**Ministry:** Agriculture, Food Technology & Natural Resources  
**Post:** Agricultural Clerk  
**Salary:** Rs 4,875 x 125 - 5,375 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 9,870  
(GSC 9) (Personal)

Rs 6,275 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 10,770  
(GSC 10) (Personal)

**Effective Date:** 30 December 2002

**Qualifications:**

A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. By appointment of Agricultural Clerk Assistants of the Ministry of Agriculture, Food Technology and Natural Resources who possess a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least a Grade C in any two subjects or (ii) in six subjects including English Language with at least a Grade C in any one subject.

C. By selection from Agricultural Clerk Assistants of the Ministry of Agriculture, Food Technology and Natural Resources reckoning at least eight years' experience in clerical matters although they may not possess qualifications mentioned at (A) and (B) above.

/2...



CERTIFIED CORRECT

*[Signature]*  
for Secretary for Public Service Affairs

30 DEC 2002

Date.....

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

-2-

**NOTE**

For the first intake, consideration will be given to redundant employees of Tea Board holding appointment in the grades mentioned below although they may not possess the qualifications laid down at A and B above:

- (i) Clerical Officer/Higher Clerical Officer;
- (ii) Clerk/Word Processing Operator.

Candidates should produce written evidence of all experience claimed.

**Duties:**

1. To perform duties of a clerical nature such as:
  - (a) the preparation, scrutiny and processing of straightforward documents, records, etc.;
  - (b) the preparation of simple documents subject to check;
  - (c) arithmetical work;
  - (d) registry work;
  - (e) simple finance, establishment, stores and survey work under supervision; and
  - (f) drafting replies to simple correspondence.
2. To control a small sub-section of a Ministry/Department.
3. To carry out pay duties, as and when required.
4. To perform simple computer/data processing work and microfilming.
5. To carry out simple research work in connection with official documents.
6. To perform such cognate duties as may be assigned.

**NOTE**

- (i) Agricultural Clerks who were previously appointed as Typist and Clerk/Word Processing Operator at the former TDA/TEAFAC/Tea Board may also be required to perform the duties of Word Processing Operator.
- (ii) Agricultural Clerks may also be required to serve in other Ministries/Departments, as and when necessary.



CERTIFIED CORRECT

*[Signature]*  
.....  
for Secretary for Public Service Affairs

Date.....  
30 DEC 2002