

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

**Ministry:** Fisheries and Co-operatives (Fisheries Division)

**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:** 21 April 2000

**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 a General Certificate of Education "Ordinary Level" with passes not below "Grade C" in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate 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.

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CERTIFIED CORRECT

*M. C.*  
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for Permanent Secretary

21 APR 2000

Date.....



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- B. By selection from among Agricultural Clerk Assistants of the Ministry of Fisheries and Co-operatives reckoning at least eight years' experience in clerical matters although they may not possess qualification at A above.

Candidates must 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 the Ministry.
3. To carry out pay duties, as and when required.
4. To perform simple computer/data processing, photocopying and microfilming of documents.
5. To perform simple research work in connection with official documents as a support to the Technical Staff of the Ministry.
6. To perform such cognate duties as may be assigned.

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*M. C.*

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