

26

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

Ministry: Agriculture, Food Technology and Natural Resources

Post: Agricultural Executive Assistant

Salary: Rs 6,775 x 175 - 6,950 x 205 - 7,770 x 300 - 10,770 (GSE 2) (Personal)  
formerly Accounts Clerk, Tea Board

Rs 10,170 x 300 - 11,370 x 400 - 11,770 (GSE 3) (Personal)

Rs 6,950 x 205 - 7,770 x 300 - 11,370 x 400 - 12,570 (GSE 5) (Personal)

Rs 9,870 x 300 - 11,370 x 400 - 12,570 (GSE 7) (Personal)  
formerly Accounts Officer, Tea Board, Public Relations Welfare Officer, Tea Board

Rs 10,170 x 300 - 11,370 x 400 - 12,970 (GSE 10) (Personal)

Rs 8,070 x 300 - 11,370 x 400 - 12,970 x 500 - 14,470 (GSE 11A) (Personal)  
formerly Technical Officer, Tea Board

Rs 11,370 x 400 - 12,970 x 500 - 14,970 (GSE 14) (Personal)

Effective Date: 27 July 2001

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, 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. At least four years' experience in clerical, financial and establishment duties.

.../2



CERTIFIED CORRECT

*M. R.*  
for Secretary for Public Service Affairs

Date **27 JUL 2001**

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

Candidates should produce written evidence of all experience claimed.

**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 mentioned above:-

1. Technical Officer
2. Accounts Officer
3. Public Relations/Welfare Officer
4. Accounts Clerk

**Duties:**

1. To give general assistance to the Head of Division/ Section/ Branch of the Ministry to which he is posted.
2. To perform general administrative, financial and technical duties and to assist in field work for the effective functioning of agricultural services.
3. To be in charge of a subsection within the Division of the Ministry.
4. To perform such cognate duties as may be assigned.

**NOTE**

Agricultural Executive Assistants will be required to comply with the working hours of the Agricultural/Work Station to which they are posted.



CERTIFIED CORRECT

*M. C.*  
.....  
for Secretary for Public Service Affairs

Date..... 27 JUL 2001 .....