

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Agro-Industry and Food Security
- Post:** Agricultural Support Officer/Senior Agricultural Support Officer
- Salary:** Rs 14,600 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 QB 37,125 x 1,225 – 40,800 x 1,525 – 48,425 (19 029 076)
- Effective Date:** 16 November 2017
- Qualifications:**
- A. A diploma in Agriscience and Technology or Agriculture or Biology or Chemistry or Agricultural Biotechnology or Microbiology or Horticulture or Molecular Biology or Food Science and Technology or Food Biotechnology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.

NOTE

Agricultural Support Officer/Senior Agricultural Support Officers in post who possess the qualification at A above will be allowed to move beyond the Qualification Bar (QB) provided in the salary scale of the grade.

- Duties:**
1. **I. For Livestock Division**
- (a) To perform animal husbandry practices including artificial insemination and pregnancy assessment.
- (b) To supervise the operation of the poultry unit operations and to monitor deep litter houses, to perform vaccinations, weekly weighing of birds, grading of chicks, candling, egg selection, hatching and quarantine duties.
- (c) To be responsible for milking parlours and to ensure their proper and efficient operation.
- II. For Crop Division**
- (a) To select and issue plants from the Nursery to the Sales Section and supervision of other crop practices.

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- (b) To supervise –
 - (i) the sale of agricultural produce, and remittance of fees into bank; and
 - (ii) the chemical treatment and fumigation of plants, commodities, soil and building.
- (c) To carry out –
 - (i) micro plant propagation; and
 - (ii) rearing and release of insects, incubation of specimens and placement of insect traps.
- (d) To collect samples of fruits, vegetables, pesticides for chemical analysis.
- (e) To seize or detain any agricultural produce which may be injurious to health.
- (f) To issue notice in a specific form to a person in charge of an agricultural activity producing or selling agricultural produce which may be unfit for human consumption.
- (g) To perform –
 - (i) quarantine duties at airport, harbour, on field and at the Plant Pathology Office; and
 - (ii) field visit in connection with land conversion permit and environmental impact assessment.
- (h) To carry out site visit and monitor agricultural state land lease.
- (i) To process agricultural land application and monitor lease contract.
- (j) To ensure good agricultural practices on stations.

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III. For Food Technology Laboratory

- (a) To assist the Scientific Officers for a sound environment for the laboratories and to promote the Quality Assurance Programme.
 - (b) To assist the Scientific Officers in carrying out microbiological and chemical analysis and food ingredients including water, fish and fish products, milk and dairy products, meat and meat products, vegetables, animal feed and feeds of Genetically Modified Organism.
2. To plan, organise and supervise the work of subordinate staff.
 3. To certify pay sheet for the Workmen Group and Stockman Cadre and other bills for payment.
 4. To indent store forms to submit request for purchase and to supervise the keeping of store ledger records.
 5. To provide –
 - (i) assistance during conferences, seminars, exhibitions and other related activities organised by the Ministry; and
 - (ii) training to subordinate staff.
 6. To be responsible for the health and safety of employees working under his supervision.
 7. To assist Scientific Officers in Apicultural duties.
 8. To be responsible to senior officers of the Agricultural Services for the efficient discharge of duties connected with regulatory, research, extension, direct and other services.
 9. To use ICT in the performance of his duties.
 10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Agricultural Support Officer/Senior Agricultural Support Officer in the roles ascribed to him.



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