

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

Ministry: Agro-Industry and Food Security

Post: Technical Assistant (Ex SPI)

Salary: Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (19 24 56)

Effective Date: 21 January 2015

Qualifications: By appointment of the Technical Assistants on the establishment of the former Farmers Service Corporation who have been redeployed to the Ministry of Agro-Industry and Food Security.

- Duties:**
1. To be responsible to the Senior Agricultural Support Officer for –
 - (a) performing general duties in connection with field work;
 - (b) recording of attendance and allocation of tasks and supervision of employees of the workmen’s group;
 - (c) preparing paysheets of General Workers and employees in the Stockman Cadre and other bills for payment;
 - (d) the sale of agricultural produce and for the rent of agricultural state lands, collection of fees and remittance into bank;
 - (e) keeping of records, stores and stores ledgers;
 - (f) updating of records of agricultural state lands;
 - (g) inspecting leased plot and monitoring of leased contract;
 - (h) handling grievances of tenants of agricultural state lands;
 - (i) keeping records of lessee; and
 - (j) ensuring the health and safety of employees working under his supervision.
 2. To use ICT in the performance of his duties.
 3. 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 Technical Assistant (Ex SPI) in the roles ascribed to him.

CERTIFIED CORRECT



for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

21 January 2015

Date.....

