



**PUNJAB PUBLIC SERVICE COMMISSION**  
**7- Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.**

**JOB DESCRIPTION OF AGRICULTURE OFFICER (HORTICULTURE) (BS-17).**

**Main Responsibilities and Tasks**

1. To assist the Assistant Director Horticulture Extension Service in all technical aspects.
2. To super wise the work of all Field Assistant under his command to check their regular work.
3. To visit the horticultural crops growers and provide necessary guidance. He will meet the Field Assistant in the field. For this supervisory assignment, he will follow fix touring schedule in his jurisdiction.
4. To super wise and guide the Field Assistants under his control for laying out of demonstration plots according to the approved plan given by the Deputy Director in consultation with Research Experts. During his fixed touring schedule he will regularly check and insect demonstration plots and records his observations on the registered.
5. To arrange farmers gathering with the assistance of concerned Field Assistant at all demonstration plots at least once in a season.
6. To educate farmers and other stakeholders regarding on farm and off farm fruits and vegetables cottage value added products and supply chain management.
7. To ensure prompt communication to the higher authorities about unusual phenomena occurring in his jurisdiction.
8. To survey and maintain horticultural crops statistics of his jurisdiction.
9. To maintain the fruit nurseries statistics of the area.
10. To compile and submit prescribed reports about horticulture crops production program to his higher office.

**Occasional Tasks and Responsibilities**

1. Farmer Registration Program.
2. Survey in case calamities if required
3. Special assignments delegated by Agriculture Extension.