



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 04 POSTS OF ASSISTANT DIRECTOR FARMS / PROCUREMENT (BS-17) IN THE AGRICULTURE DEPARTMENT (SEED CORPORATION OF PUNJAB) (CASE NO.20G2021)

Main Responsibilities and Tasks

1. He will work under the directions of the Deputy Director (Farms) concerned.
2. Sowing of pre-basic / basic seed of all crops according to multiplication programme.
3. Agronomical operations to be carried out as proposed by the Joint Director Farms / Deputy Director Farms / Breeders.
4. Harvesting and threshing of crops and separately storing of all crop seeds.
5. Rouging of field crops.
6. Separate harvesting and threshing of all crop seeds sown on the farm.
7. Sharing of produce with the Pattedars and maintenance of proper record thereof.
8. To maintain technical data of each trial / experiment.
9. To ensure required standard of purity in pre-basic and basic seed production of different crops.
10. To maintain the crop register.
11. To check log books of Tractors store books and other farm records.
12. To supervise cleaning / processing of pre-basic wheat seed.
13. To supervise ginning of pre-basic seed cotton.
14. To supervise delinting of pre-basic cotton seed.
15. To ensure that all farm machinery and equipments are being maintained properly and are in good working condition.
16. Any other duty assigned by the Deputy Director Farm / Joint Director Farm / Director Farms / Deputy Managing Director / Managing Directors.

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