



PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

i) SENIOR AGRICULTURE OFFICER/EXTRA ADA(EXT) (BS-18)

1. To spend at least 12 days in a month in his jurisdiction for supervisory work of AOs and FAs to ensure that they are visiting contact farmers according to the fixed schedule.
2. To ensure that the fortnightly messages given during the training are appropriately communicated to the farmers by the Field Assistants/ Agricultural Officers.
3. To select at least 16 contact farmers of his own from amongst the very advanced and progressive farmers for transfer of latest crop production technology to this group.
4. To monitor supply of inputs or any other problem faced by the growers of his area, through Agricultural Advisory Committee.
5. To ensure that the demonstration centres/ plots are properly laid out, one per union-council each season. The ADA will carry out regular inspection of these plots and shall further see that farmer's gatherings are held at these centres at appropriate time.
6. To implement crop production plans of the Agriculture Department. He shall keep complete statistics and data of all aspects of agriculture in his jurisdiction.

ii) SENIOR AGRICULTURE OFFICER/ADA (FARM)(BS-18)

1. To supervise the Agriculture operations at the Farm.
2. To arrange all inputs required for Rabi / Kharif sowing.
3. To implement crop production plan of Agriculture Department.
4. To supervise sowing / harvesting of crops.
5. To arrange disposal of Farm produce.
6. To keep eye on pilferage of stores / crops.
7. To maintain accounts of the Farm.
8. To keep watch on recovery of dues from Pattadars.
9. To handle financial matters and to maintain accounts of the Farm properly being Drawing & Disbursing Officer.

iii) SENIOR AGRICULTURE OFFICER/SAO (EXT) (BS-18)

1. To supervise the work of all Field Assistants under his command to check their regular work/schedule.
2. To visit contact farmers and provide necessary guidance. He will meet the Field Assistants in the field. For this supervisory assignment, he will follow fixed touring schedule.
3. To supervise and guide the Field Assistants under his control in laying out the demonstration centre/ plots, according to the approved layout plan given by the concerned DDA in consultation with the A.R.Experts. During his fixed touring schedule he will regularly check and inspect demonstration centre/ plots and record his impressions as well as supervisory observations.
4. To arrange farmer's gatherings with the assistance of concerned Field Assistant, at all demonstration centres at least once in a season.
5. To select at least 24 contact farmers of his own in addition to contact farmers of Field Assistants. These would be enlightened progressive and educated farmers capable of undertaking transfer of technology to other farmers in turn.

6. To monitor the supply of inputs in his jurisdiction and report to his seniors in case of any short supply of the inputs.
7. To ensure prompt communication to the higher authorities about unusual phenomena occurring in his jurisdiction.
8. To maintain Agriculture statistics of the area.
9. To compile and submit prescribed reports about crop production programme to his higher office.
10. To implement Rabi & Kharif production plans.

Occasional Tasks and Responsibilities

1. Special campaigns on productivity enhancement, diversification, intensification, value addition, soil and water improvement, mechanization, environment protection etc.
2. Rescue, relief and rehabilitation operations.
3. Malnutrition, food processing and conservation, food safety etc.
4. Farmer's support services and integrated rural development.