

## **The Department of Agriculture**

### **The Scheme of Promotion for the Associate Officer (MN-04-2016) Category of service**

#### **1. Related institutions**

1.1.	Department: - Agriculture	Reference No: 2/1/4/7/8	Date:20.09.2019
1.2.	Ministry: - Ministry of Agriculture	Reference No: 2/2/1/1/27/கா. மே. 3	Date: 17.10.2019
1.3.	Approval of Posts by the Director General of Management Services: -	Reference No: DMS/G2/43/1	Date:22.12.2011
1.4.	Recommendation of the Director General of Establishments: -	Reference No: EST-2/03/REC/5545	Date:23.12.2020
1.5.	Recommendation of the National Salaries and Cadres Commission: -	Reference No: NSCC/5/25/75/SR-Vo-IV	Date:20.11.2019
1.6.	Approval of the Public Service Commission: -	Reference No: PSC/EST/07/1/42/03/2019	Date:08.06.2021

#### **2. Appointing Authority: Director General of Agriculture authorized by the Public Service Commission**

#### **3. Particulars of the Category of Service: -**

- 3.1. Service Category- Associate Officer
- 3.2. Grades: - III, II and I
- 3.3. General definition of the duty assigned: -

This is a Category of Service assigned with the duties like investigations, collection of information and data/ analysis, reporting, surveying which complement the role of the executive level in pursuing organizational objectives and requiring a degree from a recognized university as a basic qualification for the recruitment.

#### **3.4. Assignment of functions: -**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

#### **4. Nature of post/ posts: - Permanent, Pensionable**

#### **5. Salary: -**

- 5.1. Salary Code: - MN 4-2016
- 5.2. Salary Scale: - Rs. 31,490 – 10 × 445 – 11 × 660 – 10 × 730 – 5 × 750 – 54,250/=

5.3. Initial Salary Steps relating to the Grade System: -

Grade	Initial Salary Step	Initial Salary Point (Rs.)
III	Step 01	Rs.31,490/-
II	Step 12	Rs.36,600/-
I	Step 23	Rs.43,930/-

Note- Salary payments and other matters from 01.01.2016 to 01.01.2020 must comply with the provisions of schedule II of P.A.C. 03/2016.

6. Post/ Posts in the Service Category: -

6.1. Approved Position Names, Number of approved posts and tasks assigned: -

Approved Title of Posts	Post Approved Grade	Approved Cadre	Duties
Agriculture Monitoring Officer	I, II, III	76	<ul style="list-style-type: none"> <li>i. Assisting in agriculture extension, development, education and training.</li> <li>ii. Conducting formal and informal socio-economic surveys to ascertain the technology, crop pattern, production, productivity, and the income and expenditure of the production of the farmers.</li> <li>iii. Collection of data on agricultural production at national, provincial and district levels and collection of published and unpublished data on import and export. Filling and analyzing the collected data and drawing into conclusions as well as preparing study reports.</li> <li>iv. Participating into formal</li> </ul>

			<p>studies as attached by the Head of the Division.</p> <p>v. Involvement in other agricultural and socio-economic studying related activities assigned by the Head of the Institution.</p> <p>vi. Contributing to the identification, reporting and planning of agricultural potentials, resources and issues.</p> <p>vii. Evaluating special agricultural projects and contributing to feedback evaluation.</p> <p>viii. Contributing to adaptation/ aptitude tests in Agricultural Research and Development Institutions.</p>
Programme Assistant (Agriculture)	I, II, III	75	<p>i. Assisting in Agriculture Extension, development, education and training.</p> <p>ii. Assisting in agricultural research activities.</p> <p>iii. Assisting in activities related to the production of Agricultural Seed &amp; Planting Material.</p> <p>iv. Assisting in agroeconomic and planning, data collection, data analysis and Progress Monitoring.</p> <p>v. Assisting in Seed Certification and Plant Protection activities.</p> <p>vi. Assisting in Information Technology and Communication activities.</p> <p>vii. Assisting in Natural Resource Management activities.</p>

Media Assistant	I, II, III	02	<ul style="list-style-type: none"> <li>i. Creating Information and Communication Technology designs.</li> <li>ii. Production of TV programs and short commercials.</li> </ul>
Audio Visual Assistant	I, II, III	03	<ul style="list-style-type: none"> <li>i. Design and production of posters, leaflets, banners, books and other print materials.</li> <li>ii. Design of exhibitions, exhibits, exhibit models, display boards and showrooms.</li> <li>iii. Landscaping and stage decoration.</li> <li>iv. Advertising other agricultural technologies and necessary creating activities.</li> </ul>

#### 6.2. The combined cadre:

Approved Title of Posts	Approved Cadre
Agriculture Monitoring Officer	76
Programme Assistant (Agriculture)	75
Media Assistant	02
Audio Visual Assistant	03
Total	156

Grades III, II and I are considered as combined cadre for the promotion from grade by grade.

Note – These posts are approved in personal only to the holder of the post and will not be recruited when the post becomes vacant.

#### 7. Method of recruitment: - Not Applicable

8. Efficiency Bar Examinations: Before how many years the Efficiency Bar to be passed

8.1.

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Examination Written Test/ Professional Test/ Certificate course/ other
1st Efficiency Bar	Before three (03) years completion after the recruitment to Grade III	Written Examination (Annexure 01)
2nd Efficiency Bar	Before three (03) years completion after the promotion to Grade II	Written Examination (Annexure 02)
3rd Efficiency Bar	Before five (05) years completion after the promotion to Grade I	Submitting a project proposal to a committee appointed by the Director General of Agriculture

8.2. Frequency at which the E.B. Examinations will be held: Twice a year

8.3. Authorities conducting examinations related to E.B. Examinations -

1st Efficiency Bar  
2st Efficiency Bar  
3st Efficiency Bar } By the Director General or an institution approved by the Director General of Agriculture

9. Official Language Proficiency

Not applicable for the appointment holders since they were appointed before 01.07.2007.

10. Promotion to Grades:

10.1. Promotion from Grade III to Grade II: -

10.1.1. As per General Performance: -

10.1.1.1. Qualifications to be fulfilled: -

- I. Should have been confirmed in the appointment.
- II. Should have completed minimum ten (10) years of active and satisfactory service in Grade III of the Category of Service and earned ten (10) salary increments.
- III. Should not have been subject to a disciplinary punishment as per the provisions set out in the Public Service Commission Circular No 01/2020

- IV. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion in terms of the approved Scheme of Performance Evaluation
- V. Should have passed the respective efficiency bar examination on the due date.

10.1.1.2. Method of promotion: -

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade II effective from the date they fulfill their required qualifications.

10.2. Promotion from Grade II to Grade I: -

10.2.1. As per General Performance: -

10.2.1.1. Qualifications to be fulfilled: -

- I. Should have completed minimum ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should not have been subject to a disciplinary punishment as per the provisions set out in the Public Service Commission Circular No 01/2020
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion in terms of the approved Scheme of Performance Evaluation.
- IV. Should have passed the respective efficiency bar examination on the due date.

10.2.1.2. Method of promotion: -

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

“Remarks: When promotions are made under average performance, the date of promotion of the officers who do not complete the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.”

11. Appointment to posts: Not Applicable
12. Conditions extraneous to the General Conditions set out in the Procedural Rules of the Public Service Commission: Not Applicable
13. Definitions extraneous to the ones set out in the Procedural Rules of the Public Service Commission:

“Active Period of Service” means the period of service an officer was actually in service receiving the salaries related to his post. All periods of no pay leave other than the maternity leave approved by the government are not reckoned for the purpose of active period of service.”

14. Absorption into Grade System:

Officers of Associate Services category of the Department of Agriculture who are paid under the salary scale MN-04-2016 set out by Public Administration Circular 06/2006 (IV) on the effective date of the promotion procedure, will be absorbed in to the grading system in the following manner in accordance with the provisions of section 04, Chapter VII of the Establishments Code. The period of service will be counted based on the date of appointment to each post and grade. The date of increment of the respective officer should not be changed due to the absorption and that the date should remain unchanged as the date of increment effective prior to the date of absorption. Also, the salary conversion of the officers absorbed into Grade II should be done by considering as a promotion in terms of Section 5 of Chapter VII of the Establishments Code and when conversion of salaries of the officers absorbed into Grade III, they should not be placed on the next higher step upon the last salary step drawn corresponds to a salary step on the new scale as per sub-section 4.4 of Chapter VII of the Establishments Code. (Annexure 03)

15. Every appointment encompasses the conditions set out in the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No.1589/30 of 20.02.2009 and the provisions of the Establishments Code.
16. Any matter not provided for in this scheme of promotion will be decided upon by the Public Service Commission.
17. Transitional Provisions

A period of five (05) years of relief since the date of absorption will be provided to the officers who are absorbed to this scheme of Promotion under the absorption system to

complete the Efficiency Bars and other requirements which relates to the absorbing grades mentioned in this scheme of Promotion. During that period of relief they should complete the requirements mentioned in the new Scheme of Promotion. However, if the officers have already passed the efficiency bar examinations mentioned in the approved Scheme of Recruitment before the absorption, they are exempted from the requirement of passing over the efficiency bar examination mentioned in this minute.

Prepared by:

Name : .....

Designation : .....

Date : .....

Checked by:

Name : .....

Designation : .....

Date : .....

Recommended and forwarded.

(Director General of Agriculture)

Date: .....

Official Stamp : .....

Ref. No - 2/2/1/1/27/ கா.மே.நி

I recommend the certification of this Scheme of Promotion approved by the Public Service Commission on 08.06.2021, proposed for the Associate Officers Category of Service in the Department of Agriculture.

Signature : .....

Name : .....

Secretary

Ministry of Agriculture

Official Stamp :

Date : 30.03.2022

Ref. No : PSC/EST/07-01-42/03/2019

The Scheme of Promotion for the Associate Officers Category of Service (MN-04-2016) in the Department of Agriculture was approved by the Public Service Commission on 08.06.2021.

Signature .....

Name .....

Secretary

Public Service Commission

Date : 05.05.2022

Official Stamp

Annexure No 01

**First Efficiency Bar Examination to the Associate Officers Category of Service (MN-04-2016) in the Department of Agriculture**

1. Title of the Examination/ Trade Test -

First Efficiency Bar Examination to the post the Associate Officers Category of Service (MN-04-2016) in the Department of Agriculture

2. Particulars on Examination

This exam consists of two question papers as Office Systems and Accounting Systems. It includes structured questions to examine the applicant's knowledge of Office systems and Accounting Systems.

Question Paper	Duration	Aggregate Marks	Passable Marks
1. Office Systems	01 hour	100	40%
2. Accounting Systems	01 hour	100	40%

3. Authority conducting the examination - An institution appointed by the Director General of Agriculture

4. Frequency at which the examinations are conducted - Twice a year

5. Syllabus

Title of the Question Paper	Syllabus
Office Systems	The basic knowledge of the Office Systems used in government offices and the practical knowledge of applying that, as well as the ability to understand the official documents well and present their ideas / observations in a brief and clear manner and to draft a letter according to the order will be tested.
Accounting Systems	Expected to measure the knowledge and conviction of the basic accounts and cash control accounts used in government offices

Signature .....  
(Head of the Department)

Name :  
Designation :  
Official Stamp :

**Second Efficiency Bar Examination to the Associate Officers Category of Service (MN-04-2016)**  
**in the Department of Agriculture**

**1. Title of the Examination/ Trade Test -**

Second Efficiency Bar Examination to the post the Associate Officers Category of Service ( MN- 04-2016) in the Department of Agriculture

**2. Particulars on Examination**

This exam consists of two question papers as the Establishments Code & Procedural Rules and Financial Regulations & Government Procurement Process. It includes structured questions to examine the applicant's knowledge of Establishments Code & Procedural Rules and Financial Regulations & Government Procurement Process.

Question Paper	Duration	Aggregate Marks	Passable Marks
1. Establishments Code and Procedural Rules	02 hours	100	40%
2. Financial Regulations and Government Procurement Process	02 hours	100	40%

**3. Authority conducting the examination - An institution appointed by the Director General of Agriculture**

**4. Frequency at which the examinations are conducted - Twice a year**

**5. Syllabus:**

Title of the Question Paper	Syllabus
01. Establishments Code and Procedural Rules	VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII Chapters of part I of the Establishments Code, and XLVII, XLVIII Chapters of part II of the Establishments Code and Procedural Rules of the Public Service Commission.

02. Financial Regulations and Government Procurement Process	Chapter I,II,III,IV,V of the Financial Regulations and Government Procurement Process
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Signature .....

(Head of the Department)

Name :

Designation :

Official stamp :

Date: 28.02.2022

**Absorption according to the Grading System**

i. Grade III

(a) Officers who have not completed at least ten (10) years of service in a post or grade or whose salary is fixed for Grade III under MN 4-2006 'A' Salary Scale,

(b) Officers who have not completed the other qualifications required for promotion to Grade II, even if they have completed at least ten (10) years of service in a post or grade below the rank prescribed in Grade III under the MN 4-2006A Salary Scale, will be absorbed into Grade III.

ii. Grade II

(a) Officers who have completed more than 10 years and less than 20 years of active and satisfactory service in a Grade III post or grade under MN 4-2006 A Salary Scale, and obtained more than 10 increments and less than 20 increments during the relevant period, will be absorbed into Grade II.

iii. Grade I

(a) Officers who have completed more than 20 years of service in a Grade III post or grade under MN 4-2006A Salary Scale , and obtained more than 20 increments during the relevant period, will be absorbed into Grade I.

Note :-

The service period of more than **10** years of officers who have completed more than **10** years of active and satisfactory service on the date of absorption will be used in calculating the period of service for the next promotion (Grade I).

Signature .....  
(Head of the Department)

Name :  
Designation :  
Official Stamp :  
Date: