

TERMS OF REFERENCES FOR ESPs/GSPs (FARM ATTENDANTS), ARDC BAJO & ARDSC TSIRANG

1. Job identification

1.1	Position Title	Farm Attendant
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, ARDC, Bajo & ARDSC, Tsirang
1.10	Official Title of Supervisor	Program Director

2. Duties and responsibilities

Following are the specific job responsibilities in general which mostly involves physical works the ESPs will have to attend the farms on daily basis.

- 2.1 Report directly to the Program Director and Administrative Officer or to the Labor In-Charge (if appointed),
- 2.2 Land preparation for field crops, fruit crops and vegetable crops including old and new nurseries,
- 2.3 Seed sowing and seedling plantation of the research trial plots and seed production of related crops,
- 2.4 Weeding of the research trial plots and seed productions blocks as per the research protocol,
- 2.5 Irrigation of the research trial plots and seed production as per the research protocol,
- 2.6 Fertilizer application of the research trial plots and seed production blocks as per the research protocols,
- 2.7 Spraying of plant protection chemicals as and when needed,
- 2.8 Seasonal crop guarding from vertebrate pests, seasonal harvesting of the trial crops and crops for seed production, threshing of trial crops and crops for seed production, transportation and storage of trail crops and crops for seed production,
- 2.9 Collection and transportation of seeds and planting materials from sources to the nursery blocks,
- 2.10 Treatment of the seeds and planting materials in preparation to proper propagation in the nursery blocks,
- 2.11 Sowing and planting of the seeds and planting materials in poly pots and direct sowing in the raised blocks,
- 2.12 Post sowing and planting care within the outside the nurseries maintained in the poly houses/screen houses which includes watering, weeding and executing hardening of the plants,
- 2.13 Thinning, pruning and training of the plants both in the nurseries and in the farmers' fields, thinning of fruits for quality production, and grafting of planting materials,
- 2.14 Potting of the small seedlings from nursery block to the poly pots,
- 2.15 Transportation of potted seedlings from one nursery to the other and to the farm fields,

- 2.16 Collection and transportation of FYM, Leaf moulds, mosses and top soil from the forest to the nursery stations,
- 2.17 Collection of wild fruits cultivars for root stock propagation,
- 2.18 Seed extraction, drying and storing for seedling production,
- 2.19 Loading and unloading of the seeds and planting materials,
- 2.20 Periodic clearance of bushes, heavy weed growths and field sanitation works in the nurseries,
- 2.21 Irrigation channel maintenance and debris cleaning of the nursery fields,
- 2.22 Maintenance of germplasm blocks (Thinning, pruning and training),
- 2.23 Maintenance of water pumps and sprinkler systems,
- 2.24 Maintenance of fences and some parts of equipment,
- 2.25 Operate farm machinery/field equipment as per instruction of field staff/researchers,
- 2.26 Guarding of the center as and when instructed,
- 2.27 Assist Research Officers/ Research Assistants as and when instructed,
- 2.28 Carry out timely service and maintenance of farm machinery/field implements as per instruction of field staff/researchers, and
- 2.29 Attend to any assignments including ad-hoc protocols as and when instructed by the Program Director, Officers and field staff.

Affirmation statement:

I Mr/Ms/Mrs fromDzongkhag,
Gewog,village, bearing CID No have
 gone through the above Terms of References (ToR)/job responsibilities, and respectfully commit to
 abide by the above norms. In the event of my failure to abide by the above norms, administrative
 actions be taken as per the existing Bhutan Civil Service Rules.

Name and Signature of the employee

Date: