

ANNEXURE - I B

Staff Structure,Scale of pay, Qualification,Method of Appointment,Appointing Authority and Promotion of the Staff of Supplyco

1.1Trade Wing

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
1	Assistsant Sales man		8500-13210	Pass in SSLC or Equivalent	Direct recruitment through PSC	Managing Director	
2	Sales man		8960-14260	On completion of Probation and Pass in OMS /DMS Test	Appointment by Promotion from ASM	Managing Director	
3	Junior Shop Manager		9940 - 16580	(a) Appointment by transfer from Sales man having 5 years regular service and full time member in the Corporation . (b) Pass in selection test conducted by Supplyco.	Appointment by transfer from the category of Sales man	Managing Director	
4	Shop Manager		13210-22360	I Appointment by promotion 7 years experience as Junior Shop Manager , performance evaluation and Passing of Supplyco Manual Test II Direct Appointment (i) Qualification Post Graduation in Retail /supply chain management with 3 years experiance in a reputed company having a turn over of 500 crore	a)Promotion from the post of Junior Shop Manager b)Direct Appointment	Managing Director	Appointment by promotion and Direct Appointment shall be in the Ratio of 4 : 1

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
5	Senior Shop Manager		14620-25280	<p><u>I Appointment by promotion</u> 7 years experience as Shop Manager with qualification of Graduation / performance evaluation and internal assesment test.</p> <p><u>II.Appointment by Transfer(Lateral Entry)</u> i)Graduate having Seven years experience in Supplyco ii) Pass in the selection test iii) Pass in OMS/DMS test iv) Pass in Supplyco mannual</p>	<p>a)Promotion from the post of Shop Manager b) <u>Appointment by Transfer(Lateral Entry)</u></p>	Managing Director	Appointment by promotion and appointment by transfer is at the ratio of 4 :1
6	Senior Shop Manager Gr-1		16180-29180	5 years experience as Senior Shop Manager,potential appraisal and performance evaluation,internal assesment test.	Promotion from the post of Senior Shop Manager	Managing Director	

Note: 1. All the Asst salesman who are in the service on coming the rule in force and who have completed more than 2 years service and have completed proation are eligible to be posted as Salesman according to the availiility of post

2. All the Assistant Salesman who are in the service on coming the rule in force and who have completed more than 7 years service in the cadre of ASM in continues service and who have passed eligible selection Test are promoted as Junior Shop manager and they will have to pass MOP Test for getting their proation declared subject to the availaility of vacancies. Being an appointment by transfer they should satisfy the conditions laid down by Corporation from time to timel ike Non Liability Certificates / non pendency of disciplinary proceedings etc

3. All the Asst salesman who are in the service on coming the rule in force and who have completed more than 14 years service and have passed the selection Test, MOP Test are eigsaw to get promotion to the post of Shop Manager provisionally subject to the condition that even though they have not served in the post of Junior Shop manager as a one time measure. They will have to pass Supplyco Manual test and OMS/DMS Test within 2 Years.

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
<u>1.2 IT Wing</u>							
1	Assisnant Sales Man		8500-13210	Pass in SSLC or Equivalent	Direct recruitment through PSC	Managing Director	
2	System Support Assistant		8960-14260	<u>Appointment by transfer</u> i) B.Tech/B.C.A/P.G.D.C.A/B.Sc(Computer Science) or above ii) Internal selection test iii) Completion of probation	Appointment by transfer from ASM	Managing Director	
3	Junior system support officer/Data Entry operator		9940-16580	2 Years experience as System Support Assistant	By promotion from System Support Assistant with two years experience.	Managing Director	
4	System Support officer		13210-22360	<u>Appoinment by Promotion</u> i)4 years experience as Junior System Support Officer and performance evaluation, ii) internal assesment test iii) Supplyco Manual Test	a) Promotion from the post of Junior System Support Officer	Managing Director	

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
5	Senior System Support Officer		14620-25280	<u>a) Direct recruitment</u> B.Tech/B.C.A/P.G.D.C.A/B.Sc(Computer Science) or above <u>b) Appointment by Promotion</u> i) 7 years experience as System Support Officer,potential appraisal and performance evaluation. ii)B.Tech/B.C.A/P.G.D.C.A/B.Sc(Computer Science) or above	a)Direct recruitment through P.S.C. B) By Promotion from the post of System Support Officer	Managing Director	appointment by promotion and direct recruitment shall be in the ratio of 1:1
6	Senior System Support Officer (HG)		16180-29180	<u>Appointment by transfer</u> i) Appointment by transfer from Sr.Computer Operators/Senior System Support Officer working in Supplyco having more than 10 years experience in IT wing of the Corporation ii)B.Tech/B.C.A/P.G.D.C.A/B.Sc(Computer Science) or above	Appointment by transfer	Managing Director	
<p>Note: 1. All the Asst salesman who are in the service on coming the rule in force and who have completed more than 2 years service and have completed probation and working in the IT wing of Supplyco are eligible to be posted as System support Assistant according to the availability of post and required qualification</p> <p>2. All the SSA who are in the service on coming the rule in force and who have completed more than 4years service in the cadre of ASM in continues service and who have passed eligible selection Test are promoted as Junior System Support officer and they will have to pass Screening Test for promotion subject to the availability of vacancies. Being an appointment by transfer they should satisfy the conditions laid down by Corporation from time to time like Non Liability Certificates / non pendency of disciplinary proceedings etc</p>							
<u>1.3 Accounting Wing</u>							
1	Assistsant Sales man		8500-13210	Pass in SSLC or Equivalent	Direct recruitment through PSC	Managing Director	

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
2	Junior Accounting Assistant		8960-14260	<u>Appointment by transfer</u> B.Com/B.Sc (Maths) with Computer Knowledge, on completion of probation and based on the ranking on internal selection test and pass in OMS/DMS	Appointment by transfer from ASM	Managing Director	
3	Accounting Assistant		9940-16580	<u>Appointment by Promotion</u> 2 years experience as Junior Accounting Assistant	Promotion from Junior accounting Assistant	Managing Director	
4	Senior Accounting Assistant		13210-22360	Appointment by selection from Accounting Assistant with 3 years experience as Accounting Assistant and performance evaluation,internal assesment test /and Supplyco Manual Test	Appointment by selection from Accounting Assistant	Managing Director	
5	Junior Accountant		14620-25280	5 years experience as Senior Accounting Assistant,potential appraisal and performance evaluation,internal assesment test (Supplyco Account Test)	Promotion from the post of Senior Accounting Assistant	Managing Director	

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
6	Accountant		16180-29180	<p align="center"><u>Appointment by Promotion</u></p> <p>a)7 years experience as Junior Accountant,potential appraisal and performance evaluation,internal assesment test. b) Direct recruitment :qualification any graduation from recognised University and Pass in the intermediate Examination of the Institute of Chartered Accountants of India</p>	<p>a)Promotion from the post of Junior Accountant . b)Direct recruitment through PSC (50%)</p>	Managing Director	appointment by promotion and direct recruitment shall be in the ratio of 1:1
<p>Note: 1. All the Asst salesman who are in the service on coming the rule in force and who have completed more than 2 years service and have completed probation and experience in the Account wing of Supplyco are eligible to be posted as Junior Accounting Assistant according to the availability of post 2. All the Assistant Salesman who are in the service on coming the rule in force and who have completed more than 4 years service in the cadre of ASM in Accounting wing of Supplyco and who have passed eligible selection Test are promoted as accounting Assistant subject to the availability of vacancies. Being an appointment by transfer they should satisfy the conditions laid down by Corporation from time to time like Non Liability Certificates / non pending of disciplinary proceedings etc</p>							
<u>1.4 Medical</u>							
1	Assistant pharmacist		10480-18300	<p>1)Degree or Diploma in Pharmacy 2)pass in basic computer course of not less than 03 months duration recognised by state or central govt.3)Registration with Kerala Pharmacy Council</p>	Direct recruitment through PSC	Managing Director	

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
2	Assistant pharmacist Gr-1		13210-22360	i) 5 years experience as Assistsant pharmacist,potential appraisal and performance evaluation. ii) Pass in OMS/DMS	Appointment by selection from Assistant pharmacists	Managing Director	
3	Pharmacist		14620-25280	8 years experience as Assistsant pharmacist,potential appraisal and performance evaluation,internal assesment test.	Appointment by selection from the post Assistant pharmacist Gr-1	Managing Director	
4	Senior pharmacist		16180-29180	5 years experience as Pharmacist having B.Pharm ,potential appraisal and performance evaluation/Supplyco Manual Test	Appointment by selection from the post of Pharmacist	Managing Director	
5	JM(Medical)		18740-33680	7 years experience as Senior Pharmacist potential appraisal and performance evaluation.	Appointment by selection		
1.5 Administration Wing (A)							
1	Assistsant Sales man		8500-13210	Pass in SSLC or Equivalent	Direct recruitment through PSC	Managing Director	
2	Clerical Assistant		8960-14260	Any graduation/MOP and completion of probation	Appointment by transfer from ASM	Managing Director	

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
3	Junior Assistant		9940-16580	2 years experirece as Clerical Assistant / Account Test/OMS DMS with Computer Knowledge and based on the ranking on internal selection test.	Promotion from the post of Clerical Assistant	Managing Director	
4	Senior Assistant II		13210-22360	I. Appointment by promotion 5 years experience as Junior Assistant,potential appraisal and performance evaluation,internal assesment test II Direct Recruitment Any gradduation in regular stream from recognised institution /University	Promotion from the post of Junior Assistant	Managing Director	
5	Senior Assistant I		14620-25280	8 years experience as Senior Assistant II,potential appraisal and performance evaluation,internal assesment test/Supplyco Manual Test	a)Promotion from the post of Senior Assistant II b)Lateral entry who have 7 years experience in the post of	Managing Director	Lateral entry and by transfrr shall be at the ratio of 4:1
6	Junior Superintendent		16180-29180	7 years experience as Senior Assistant I, potential appraisal and performance evaluation,internal assesment test.	Promotion from the post of Senior Assistant I .	Managing Director	

Note 1. All the Asst salesman who are in the service on coming the rule in force and who have completed more than 2 years service and have completed probation are eligible to be posted as Clerical assistant according to the availability of post and required qualification

2. All the Assistant Salesman who are in the service on coming the rule in force and who have completed more than 4 years service in the cadre of ASM in continues service in Head office, Depot, Regional office etc and who have passed eligible selection Test are promoted as Junior Assistant and they will have to pass MOP Test for getting their probation declared subject to the availability of vacancies. Being an appointment by transfer they should satisfy the conditions laid down by Corporation from time to time like Non Liability Certificates / non pendency of disciplinary proceedings etc

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
<u>Administration Wing (B)</u>							
1	Junior Personal Assistant		10480-18300	Direct: (i) Pass in +2 or its equivalent (ii) Lower Grade certificate in English Type Writing (KGTE) and Computer Word Processing or its equivalent (G.O. (P) No. 17/2005 P&ARD Dated 09.05.2005) (iii) Lower Grade Certificate in Malayalam Type Writing (KGTE) or its equivalent (iv) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent (v) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.	(a) Direct recruitment through KPSC	Managing Director	
2	Senior Personal Assistant		13210-22360	5 years experience as Personal Assistant and performance evaluation by the appointing authority / Supplyco Manual Test	Appointment by transfer from Junior Personal Assistant	Managing Director	
3	Senior Personal Assistant (HG)		14620-25280	5 years experience as Senior Personal Assistant and performance evaluation by the appointing authority / Supplyco Manual Test	Appointment by transfer from Senior Personal Assistant	Managing Director	
4	Assistant Private Secretary		16180-29180	5 years experience as Senior Personal Assistant(HG) and performance evaluation by the appointing authority / Supplyco Manual Test	Appointment by transfer from Senior Personal Assistant(HG)	Managing Director	
5	Private Secretary		19240-34500	7 years experience as Assistant Private Secretary and performance evaluation by the appointing authority	Appointment by transfer from Senior Personal Assistant	Managing Director	
<u>Administration Wing (C)</u>							

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
1	L.D Typist		9940-16580	i.Pass in SSLC or Equivalent ii Typewriting English lower (KGTE/MGTE).(iii) Typewriting Malayalam lower (KGTE/MGTE) iv Word processing	Direct recruitment	Managing Director	
2	U.D Typist		13210-22360	7 Years experience as L D Typist	Promotion from the post of L D Typist	Managing Director	
3	Senior Gr. Typist		14620-25280	7 Years experience as U D Typist	Promotion from the post of U D Typist	Managing Director	
4	Selection Gr.Typist		16180-29180	10 Years experience as Senior grade Typist	Promotion from the post of Sr Gr Typist	Managing Director	
<u>Administration Wing (D)</u>							
1	Receptionist		13900 - 24040	1. (i) By transfer from Senior UD Typist who posses Graduation from a recognised University (ii) performance evaluation by the appointing authority 2. Direct : (i) Degree from any recognised University (ii) Type writing and shorthand (Lower) - KGTE/MGTE (iii) <u>6 months experience in PABX operation</u> and 6 months experience as Receptionist in a public sector undertaking/Star hotels.	(a) By transfer appointment from the post of Senior PA (b) In the absence of (a) above, Direct recruitment through KPSC	Managing Director	
<u>Administration Wing (E)</u>							

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
1	Driver Grade II (Entry Post)		9190-15780	(i) Pass in VII standard (ii) Must possess current Motor Driving Licence to drive Light Motor vehicle and Heavy motor vehicles with Driver's Badge. Heavy Motor vehicle Driving Licence shall be of atleast 3 years standing and in the case of Driving Licence issued after 16.01.1979 seperate endorsement to drive Heavy duty good vehicles and Heavy Duty passenger vehicles. (iii) 2 years experience in driving Heavy duty (iv) Normal vision and Medical fitness as per Motor vehicle Act.(v) Physically Handicapped persons are not eligible	b) By direct recruitment through PSC	Managing Director	
2	Driver Grade I		10480 - 18300	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt rules	By Prmotion from Driver Grade II	Managing Director	
3	Driver Senior Grade		11620-20240	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt rules	By Prmotion from Driver Grade I	Managing Director	
4	Driver Selection Grade			By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt rules	By Prmotion from Driver Senior Grade	Managing Director	
<u>Administration Wing (F)</u>							
1	Watchman/ Chowkidar		8500-13210	Pass in SSLC or Equivalent	Direct recruitment	Managing Director	Eligible for Time Bound Higher Grade as per Government Rules & Norms applicable.
2	Security Guard Gr.II		9940-16580	7 years experience as Watchman/ Chowkidar	By Promotion		

Sl No	Name of Post	No.of Post	Scale of Pay	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
3	Sergeant		11620-20240	7 years experience as Security Guard Gr.II			
4	Security Officer		14620-25280	7 years experience as Sergeant			

Note: Suitable Last Grade Servent who are in the Service of the Corporation for a period of not less than 3 years may be cosidered for the appoinment by transfer as Watchman/ Security

Administration Wing (G)

1	Canteen /Full time sweeper and Other support staff		8500-13210	By transfer		Managing Director	Eligible for Time Bound Higher Grade as per Government Rules &Norms applicable.
---	--	--	------------	-------------	--	-------------------	---

Administration Wing (H)

1	Part Time Sweeper		4250-6700			Managing Director	Eligible for Time Bound Higher Grade as per Government Rules &Norms applicable.
---	-------------------	--	-----------	--	--	-------------------	---

Note: 1) To declare the probation ,Passing of MOP Test is obligatory.
2) OMS/DMS Test compulsory for entry level promotion.