

ANNEXURE - I A

Staff Structure, Qualification, Method of Appointment and Promotion of the Staff of Supplyco

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
1	2	3	4	5	6	7	8
1.Senior Management Level							
1	General Manager	46640-59840	12	I. By Deputation II. Promotion by selecton:- Five Year experince as AdditionalGeneral Manager in the corporation and performance evaluation.	A. By deputation B. Promotion by selecton	1.Government 2. Board of Directors	The total number of post of General Managers shall not exceed two. Out of which one may be appointed by appointment by selection from the feeder category of Additional General Manager.
2	Additional General Manager	44640-58640		I. Appointment by selection (i) Successful completion of probation and having three years service in the feeder category. (ii) Performance evaluation by the promotion committee	Appointment by selection from the category of Deputy General Manager.	Board of Directors	
3	Deputy General Manager	40640 - 57440		I. Appointment by selection (i) Assistant General Manager having 4 years service in the feedeer category (ii) Performance evaluation by the promotion committee from the approved probationers	Appointment by Selection from the category of Assistant General Manager .	Board of Directors	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
4	Assistant General Manager	36140 - 49740		<p><u>I. Appointment by selection</u> (i) Performance evaluation by the promotion committee from the approved probationer having five years regular service and full time member in the feeder category i.e. Manager with following qualification: Graduation in Engineering/IT/ Agriculture/ Management/Law or any other relevant professional degree or post graduation in Arts/ Science/Commerce acquired in regular stream/CA/CS/ICWAI</p> <p><u>II. Direct Recruitment</u> (i) Graduation in Engineering/IT/ Agriculture/ Management/Law or any other relevant professional degree or post graduation in Arts/ Science/Commerce all acquired in regular stream/MCA/M.Sc(IT) etc../CA/CS/ICWAI (ii) 10 years of post qualification experience in a highly reputed organisation/PSU/Govt. in similar area.</p>	A.Appointment by selection from the category of Manager OR B Direct Recruitment	Board of Directors	The corporation is free to fix any special qualification for the post of Assistant General Manager in any branch according to the requirement from time to time.

Note:1. The total no. of post in Sl.No.1.1 to 1.4 shall be treated as group vacancies and the total no. of post available for all these post together shall not exceed 12 and the vacancies in each post shall depend upon the availability in the total no. of 12 vacancies as a block.

2. The length of service for consideration of appointment by selection shall not deemed to confer any right on any officer for appointment by selection/promotion on the ground that the concerned employee have the required no. of years of experience. The appointment shall be purely based upon merit and not on seniority. In case of merit of officers under consideration are equal seniority shall prevail.

3. Considering the qualification the initial higher fixation may be granted to the direct recruit officers by granting additional increments.

4. All the Managers who are in service on coming the rule in force are eligible to be re designated as Assistant General Manager on their satisfactory completion of probation and those who have already completed their probation shall be re designated as Assistant General Manager

5. All Managers in service on coming the rule in force who have completed the service of 4 years in the post of Managers and satisfactorily completed probation are eligible to get promotion to the post of Deputy General Manager notwithstanding the fact that they have not served in past of Assistant General Manager.

6. All Directly recruited Assistant General Managers after coming the rule in force shall pass the Supplyco Manual Test, OMS/DMS test and MOP for getting their probation declared. All officers eligible to be re designated as Assistant General Managers and above and having more than 10 years in the Corporation are exempted from passing the Supplyco Manual Test and OMS/DMS test

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
2. Middle Management Level							
2.1 Management Information System(MIS) Department							
1	Manager	29180 - 43640	2	<p><u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationers having 6 years regular service and full time member in the feeder category i.e. Deputy Manager and (ii) shall have Post Graduate qualification acquired in regular stream in Computer Application/Computer Science/Information Technology-/MCA/M.Sc(IT) etc..) or B.Tech in the relevant field</p>	Promotion by Selection	Managing Director	
2	Deputy Manager	22360-37940		<p><u>I. Promotion by selection</u> (i) Performance evaluation by the promotion committee from the approved probationers having 6 years regular service and full time member in the feeder category i.e. Assistant Manager. <u>II. Direct Recruitment</u> (i) Post Graduate in regular stream in Computer Application/Computer Science/Information Technology-MCA/ M.Sc(IT) etc..) or B.Tech in the relevant field from a reputed and recognised university (ii)seven years post qualification experience from a reputed Organisation /PSU.</p>	A. Promotion by selection OR B.Direct Recruitment	Managing Director	
3	Assistant Manager	20740-36140	<p><u>I.Appointment by promotion</u> 5 years experience as Lead Programmer and performance evaluation with qualification of MCA/Msc Computer science / B.Tech Computer Science/B.Tech Information Technology <u>II.Direct Recruitment</u> (i) Engineering Graduate/Post graduation in regular stream in Computer Application/Computer Science/Information Technology-B.Tech/MCA/ M.Sc(IT) etc..)from a reputed and recognised university. (ii) Three years post qualification experience in the relevant field with a reputed organisation</p>	A. Promotion by selection OR B.Direct Recruitment	Managing Director	The Corporation may fix any special qualification/experience for the post of Assistant Manager(IT) according to the requirement from time to time.	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
4	Junior Manager (IM) / Lead Programmer	18740-33680	10	<p>I. Direct Recruitment:MCA/M.Sc.Computer Science /B.Tech Computer Science/B.Tech Information Technology OR B.Tech Electronics with one year Diploma in Software development from a Government Recognized Institution OR B.Sc.computer Science + MBA(two years full time regular course)in System Management OR B.Tech + MBA with one year diploma in software from an institution recognised by Government with five years post qualification experinces in the relevent field with a reputed organisation</p> <p>II. Appointment by Transfer (i) Promotion from the post of System Support Officer (HG)with five years experience ,shall be Post Graduate in regular stream in Computer Application/Computer Science/Information Technology-MCA/ M.Sc(IT) etc..) or B.Tech in the relevent field from a reputed and recognised university (ii) Five years experience in this organisation in IT wing (iii) Selection Test</p> <p>III.Appoinment by selection/promotion Post Graduate in regular stream in Computer Application/Computer Science/Information Technology-MCA/ M.Sc(IT) etc..) or B.Tech in the relevent field from a reputed and recognised university (ii)SSO HG who have Five years post qualification experience in the I T Wing of Supplyco(iii) selection test.</p>	A.DirectRecruitment through PSC B Appointment by transfer C..Lateral Entry	Managing Director	
<p>Note:-The Total number of post mentioned in Sl.No. 2.1(1 to 2) shall be considered as a Block vacancy and shall not exceed Two and in the case of Sl.No. 2.1(3 to 4) shall not exceed Ten</p>							
<u>2.2.Finance/Accounts Department</u>							
1	Manager	29180 - 43640	1	<p><u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationers having 6 years regular service and full time member in the feeder category i.e. Deputy Manager (ii)CA or Equivalent qualification recognised by ICAI</p>	A. Promotion by selection .	Managing Director	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
2	Deputy Manager	22360-37940	1	<p><u>I. Promotion by selection</u> (i) Performance evaluation by the promotion committee from the approved probationers having 6 years regular service and full time member in the feeder category i.e. Assistant Manager</p> <p><u>II. Direct Recruitment</u> (i)CA or equivalent qualification recognised by ICAI with 3years of post qualification experience in similar area.</p>	A. Promotion by selection OR B.Direct Recruitment	Managing Director	
3	Assistant Manager	20740-36140	7	<p><u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 5 years regular service and full time member in the feeder category i.e. Junior Manager(Accounts)</p>	A. Promotion by selection	Managing Director	
4	Junior Manager (Accounts)	18740-33680		<p><u>I. Direct recruitment</u> (i) BA/B.Sc/B.com or any other equivalent 3 year degree from a recognised University.(ii)pass in intermediate Examination of the institute of chartered Accountants of India</p> <p><u>II.Appointment by Transfer</u> Promotion from the post of Accountant having five years experience ,qualification of graduation and pass in intermediate Examination of the institute of Chartered Accountants of India</p> <p><u>III.Appoinment by selection/promotion</u> from the post of Accountant having five years experience ,qualification of graduation and pass in intermediate Examination of the institute of Chartered Accountants of India</p>	A . Direct Recruitment through KPSC B Appointment by Transfer C. Appoinment by selection/promotion	Managing Director	Direct recruitment,Appointment by Transfer and Appoinment by selection/promotion shall be in the Ratio of 3:1:1

Note:-The Total number of post mentioned in Sl.No.2.2(1 to 3) shall be considered as a Block vacancy and shall not exceed nine

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
<u>2.3 Quality Control Department</u>							
1	Manager	29180 - 43640	1	<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager	Promotion by selection	Managing Director	
2	Deputy Manager	22360-37940	5	<u>I.Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Assistant Manager <u>II.Direct recruitment :</u> (i)Graduation in Agriculture from Kerala Agricultural University OR Equivalent Qualification (Four year Agricultural science course)OR Post Graduate deploma in Food Sciecnce and Technology and Quality Assurance from a reputed and recognised university in regular stream (ii)five years Post qualification experience	A. Promotion by selection. B.Direct recruitment	Managing Director	Promotion and direct recrutment shall be in the Ratio of 1:1
3	Assistant Manager	20740-36140		<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having five years regular service and full time member in the feeder category i.e. Junior Manager(Q.A).	Promotion by Selection	Managing Director	
4	Junior Manager (QA)	18740-33680	4	<u>Direct recruitment</u> (1) Graduation in agriculture of Kerala Agriculture University OR Equivalent Qualification (Four years Agricultural science degree course)OR Post Graduate degree in Food Sciecnce and Technology , Quality Assurance OR Graduation in Botany/Zoology/Chemistry with Post graduate Degree in Food science & Technology from a reputed and recognised university in regular stream.	Direct Recruitment though KPSC	Managing Director	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
<p>Note:-The Total number of post mentioned in Sl.No.2.3(1 to 4) shall be considered as a Block vacancy and shall not exceed Ten.The Districts of Idukki, Pathanamthitta, Wayanadu & Kasargod shall be attached to the Jurisdiction of JM (QAs) of nearby Districts</p>							
<u>2.4 Tea Division</u>							
1	Manager	29180 - 43640		<u>Appointment by promotion</u> (i) Performance evaluation of the promotion committee from the approved probationer having Six years regular service and full time member in the feeder category i.e. Dyputy Manager (Tea)	Promotion by selection	Managing Director	
2	Deputy Manager	22360-37940	1	<u>I. Promotion by selection.</u> (i) Performance evaluation of the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Assistant Manager (ii) Experience in Tea Blending and Tea tasting for a minimum period of three years. <u>II.Direct Recruitment.</u> Science/Agricultural Graduate from a Recognized University with 5 years post qualification experience at a Senior level in Tea blending, Tea tasting in a Reputed Tea Company /Estate having a turn over of more than 20 crores.	A. Promotion by selection. B.Direct Recruitment	Managing Director	
<u>2.5 Marketing Department</u>							
1	Manager	29180 - 43640		<u>Promotion by selection.</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager with Qualification of MBA in Marketing	A. Promotion by selection .	Managing Director	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
2	Deputy Manager	22360-37940	5	<p><u>I. Promotion by selection</u> (i) Performance evaluation by the promotion committee from the approved probationers having 6 years regular service and full time member in the feeder category i.e. Assistant Manager</p> <p><u>II Direct Recruitment</u> (i)MBA or equivalent qualification acquired in regular stream with 5years of post qualification experience in Marketing in a Company (PSU/MNC/ Reputed Company) having a turn over of more than 1000 crores.</p>	A. Promotion by selection OR B.Direct Recruitment	Managing Director	
3	Assistant Manager	20740-36140		<p><u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationers having 5 years regular service and full time member in the feeder category i.e. Senior Shop Manager Grade I (ii)MBA from a recognised University or equivalent qualification in Management.</p>	A. Promotion by selection	Managing Director	
<p>Note:-The Total number of post mentioned in Sl.No.2.5(1 to 3) shall be considered as a Block vacancy and shall not exceed five</p>							
<p><u>2.6 General</u></p>							
1	Manager	29180 - 43640	3	<p><u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager(General)</p>	Promotion by selection	Managing Director	
2	Deputy Manager	22360-37940		<p><u>I. Promotion by selection.</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Assistant Manager.</p> <p><u>II.Direct Recruitment.</u> (i)MBA/PGDBM from a reputed and recognised university in regular stream and having 4 years of post qualification experience in similar area</p>	A. Promotion by selection OR B.Direct Recruitment	Managing Director	Promotion and direct recruitment shall be in the Ratio of 1:1

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
3	Assistant Manager	20740-36140	7	<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 5 years regular service and full time member in the feeder category i.e. Junior Manager(General).	Promotion by Selection	Managing Director	
4	Junior Manager	18740-33680		<u>Direct Recruitment</u> 1. Graduation from a recognised university and MBA or equivalent qualification from a Recognised university	Direct Recruitment through PSC	Managing Director	

Note:-The Total number of post mentioned in Sl.No.2.6(1 to 4) shall be considered as a Block vacancy and shall not exceed Ten

2.7 HRD

1	Manager	29180 - 43640	1	<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager	Promotion by selection	Managing Director	
2	Deputy Manager	22360-37940		<u>Direct Recruitment</u> MBA or an equivalent qualification from a recognized university with specialisation in HR with 6 years post qualification experience in a Govt./PSU/MNC/ Reputed Companyor with a turnover of 1000 crore and manpower of 1000.	Direct Recruitment	Managing Director	
3	Personal Officer /Assistant Manager	20740-36140		<u>Direct recruitment :Qualificaiton</u> : MBA from a recognized university with specialisation in HR with 3 years post qualification experience in a Govt./PSU/MNC/ Reputed Companyor with a turnover of morethan 1000 crore.	Direct recruitment	Managing Director	

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
<p>Note:-The Total number of post mentioned in Sl.No.2.7 HR department from the level of Personal Officer to Asst General Manager will be 2 and these vacancies are considered as a Block vacancy and direct recruitment shall be made according to the requirement of the corporation from time to time.</p>							
<u>2.8 Medical Division</u>							
1	Manager	29180 - 43640	2	<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager	Promotion by selection	Managing Director	
2	Deputy Manager	22360-37940		<u>Direct Recruitment</u> MBA or an equivalent qualification from a recognized university with specialisation in Marketing with 6 years post qualification experience in a Govt./PSU/MNC/ Reputed Company or with a turnover of 1000 crore.	Direct Recruitment	Managing Director	
3	Assistant Manager	20740-36140		<u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationers having 5 years regular service and full time member in the feeder category i.e. JM Medical (ii)MBA from a recognised University or equivalent qualification in Management.	Appointment by promotion	Managing Director	
<p>Note:-The Total number of post mentioned in Sl.No.2.8(1 to 3) shall be considered as a Block vacancy and shall not exceed Two</p>							
<u>2.9 Secretarial Section</u>							

Sl No	Name of Post	Scale of Pay	No. Of Post	Qualifications	Method of Appointment	Appointing Authority	Remarks
	Company Secretary/Deputy Manager	29180 - 43640		<u>Direct recruitment</u> ACS with 3 years post qualification experience as company Secretary <u>Appointment by promotion</u> (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service and full time member in the feeder category i.e. Deputy Manager	Promotion by selection	Managing Director	Company Secretary is eligible for getting promotion to the cadre of Manager /Assistant General Manager on completion of 6 years and 5 years service in the organisation respectively.

Note:- 1. The Directly recruited JM's in service of the corporation on coming the rule in force shall be re designated as Assistant Manager on satisfactorily completion of probation and have completed 4 years of service as Junior Manager. But they will be eligible for getting promotion to the post of Deputy Manager on their completion of total service of 6 years in the Assistant Manager cadre and Junior Manager cadre taken together. All Directly recruited Junior Managers now in the Service of the Corporation who have completed 6 years of Service are eligible for consideration for appointment by promotion to the post of Deputy Manager notwithstanding the fact that they have not served in the post of Assistant Manager.

2. All the Deputy Manager now in service shall be eligible to be designated as Managers on their satisfactorily completion of probation in the present post.

3. All officers who are appointed to various categories in Annexure IA on coming the rule in force shall pass the following obligatory test for getting their probation declared

i) OMS/DMS test

ii) Supplyco Manual Test

iii) Manual of Office Procedure conducted by KPSC

4. All officers who are in service (on coming the rule in force) mentioned in Annexure IA except 1.1 to 1.3 shall pass the following obligatory test for considering promotion to the next cadre within 2 years / 2 consecutive test whichever is later provided that the Managing Director may grant temporary exemption upto a maximum period of 3 years in eligible cases with sufficient reasons.

i) OMS/DMS test

ii) Supplyco Manual Test

iii) Manual of Office Procedure conducted by KPSC