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K.S.C.S.C., COCHIN 20  
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GOVERNMENT OF KERALA  
Abstract

29 JUL 1997

MG. DIRECTOR GL. MANAGER.

Food and Civil Supplies Department - Kerala State Civil Supplies Corporation - Recruitment/Promotion Rules 1997 - Sanctioned - Orders issued

FOOD AND CIVIL SUPPLIES (C) DEPARTMENT

G.O.(MS) No. 29/97/F&CSD, Thiruvananthapuram, Dated: 26.7.97

- Read: - 1. G.O.(MS)No.176/77/GAD, dated : 7.6.1977  
2. Govt. Letter No.12454/C3/93/F&CSD dated, 19.12.85.  
3. Letter No. D10 - 17313/95 dated, 12.9.96 from the Managing Director, K.S.C.S.C.  
4. Letter No.A.111 (1). 4113/77/CW, dated, 4.7.97 from Secretary, Kerala Public Service Commission.

ORDER

The Recruitment of employees upto Junior Manager in Kerala State Civil Supplies Corporation were brought under the purview of Kerala Public Service Commission as per Government Order read as first paper above. Accordingly draft Recruitment/Promotion Rules were prepared by Managing Director, Kerala State Civil Supplies Corporation in consultation with Kerala Public Service Commission and sent to Government. However, Government vide reference read as second paper above made certain changes in the draft rules and directed the Managing Director, to send revised draft rules. The revised draft Recruitment/Promotion Rules were forwarded to Government by the Managing Director, Kerala State Civil Supplies Corporation vide reference read as third paper above. The Government after detailed scrutiny of the rules, forwarded the rules to Kerala Public Service Commission for concurrence.

2. The Kerala Public ~~Service~~ Service Commission have suggested certain changes in the draft Recruitment Rules  
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...specially with regard to method of recruitment by deputation. Government have examined the advice of Kerala Public Service Commission in detail, and having regard to the need for continuing the present system of deputation of staff from the Department to the Kerala State Civil Supplies Corporation, are pleased to over rule the advise of Kerala Public Service Commission and approved the Recruitment/Promotion Rules of Kerala State Civil Supplies Corporation as given in the annexure to this order.

BY ORDER OF THE GOVERNOR,  
sd/-

MATHEW C. KUNNUMKAL  
(Secretary)  
F & C S. Department.

To,

- The Managing Director, K.S.C.S.C.
- Director of Civil Supplies, Thiruvananthapuram.
- 3.Planning and Economic Affairs (BPE) Department,
- 4.The Secretary, Kerala Public Service Commission  
( with CL)

Copy to: G.A (SC) Department (vide item No.1179 dated 24.7.97.

Stock file/Office Copy.

Forwarded by Order

*(Signature)*

Section Officer.

7

THE KERALA STATE CIVIL SUPPLIES CORPORATION RECRUITMENT/  
PROMOTION RULES 1997

1. Short title, extent and Application

- i) These Rules may be called the KSCSC Recruitment/Promotion Rules 1997
- ii) These Rules shall come into effect from the date of approval of these Rules by Government
- iii) These Rules shall apply to all directly recruited employees of the Corporation who are at present in the service of the Corporation or recruited through the Public Service Commission subsequent to the implementation of these Rules.
- iv) Nothing in these Rules shall apply to those who are recruited by the Corporation on contract or on temporary basis.
- v) Nothing in these Rules shall apply to those who are posted in the Corporation as Trainees and Apprentices as per the provision of Indian Apprentices Act or any other Act.

2. Definitions

In these Rules unless otherwise specified:

- a) "Corporation" means KSCSC represented by the Managing Director
- b) "Officers" means the officers recruited through the PSC under these Rules
- c) "Board" means the Board of Directors of the Corporation constituted by the Government
- d) "Scale of Pay" means the Pay Scale which has been made applicable to the different categories of the officers of the Corporation by the Government.
- e) "Government" means the State Government of Kerala
- f) "Qualifications" means the minimum qualification for each entry as specified in columns (3) of the Annexure.

g) "Entry post" means the post of Helpers/  
Junior Assistants etc. to which an employee  
is recruited for the first time in the  
Corporation

h) The "Appointing Authority" means the Board of  
Directors <sup>(or Managing Director or</sup> or  
other officers of the Corporation  
authorised by the Board of Directors

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### 3. Appointments

1) Appointments to the various posts specified  
in column (2) of Annexure to these Rules be  
made following the methods specified in  
column (3) from the persons who satisfy the  
qualification prescribed in column (4) thereof.

### 4. General Condition

1) The age limit for Direct Recruitment for  
all posts will be between 18 and 35 years

2) The age limit for direct recruitment fixed is  
subject to usual relaxations to SC/STs and  
other backward communities. Age will be  
reckoned as on the 1st January of the year or  
when the applications are invited for appoint-  
ment

3) For Direct Recruitment the probation will be  
two years on duty within a continuous period  
or three years and for promotions the probation  
will be one year on duty within a continuous  
period of two years. This is applicable to  
all posts.

ANNEXURE I

Sl. No. Name of Post and Scale of Pay

Method of Recruitment

Qualification

1.(a) Junior Manager- Rs. 2200-3500/-

(a) Direct Recruitment  
(b) Deputation of ATSO's from Civil Supplies Department. In the absence of qualified candidates for appointment by method (a) those vacancies will also be filled up by method (b)  
10% of the posts will be reserved for Direct Recruitment  
(a) Direct Recruitment

1. Graduation from a recognised University  
2. M.B.A.

(b) Junior Manager (Quality Control) = Rs.2200-3500/-

Post Graduation in Zoology Botany/Chemistry/Entamology/ of a recognised University  
OR  
Graduation in Agriculture of the Kerala Agricultural University or equivalent qualification

2. **Senior Assistant Grade**  
Rs. 1400 - 2300/-

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- a) Promotion from the post of Senior Asst. Grade II (No. of posts for promotion is limited to 10)
  - b) Deputation of Rationing Inspectors from Civil Supplies Department.

**Ten years experience as Senior Asst. Grade II**

In the absence of qualified candidates for appointment by method (a) those vacancies shall ~~be~~ also be filled up by method (b)

3. **Senior Assistant Grade**  
Rs. 1200 - 2040/-

- a) Promotion from the post of Junior Assistant (No. of posts for promotion is limited to 20)
- b) Deputation of U.D. Clerks from the Civil Supplies Department

**Seven years experience as Junior Assistant and should possess the requisite test qualification prescribed by the Corporation**

In the absence of qualified candidates for appointment by method (a) those vacancies shall also be filled up by method (b)

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Junior Assistant - Rs. 950 - 1500/-

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a) Appointment by transfer from Salesman

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A Pass in VIIIth standard with one year experience as Salesman

b) Appointment by transfer from Higher Grade Helpers

A pass in SSIC or equivalent Three years experience as Higher Grade Helper

Those eligible under (a) and (b) will have to pass the selective test conducted by the KSCSC

c) By deputation of LD Clerks from Civil Supplies Department

In the absence of qualified candidates under (a) and (b) these ~~various~~ vacancies will also be filled up by method (c)

Note: I. The ratio between Sr. Asst. Grade I, Sr. Asst. Grade II and Junior Asst. will be 1:1:1

Note: II. 20% of the posts of Junior Asst. will be reserved for appointment by transfer

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5. Confidential Asst. - Rs.1125 -1720/-

- a) Deputation from Civil Supplies Department  
b) Direct Recruitment  
In case of absence of sufficient number of persons under method (a) these vacancies will be filled up by method (b)

1. A Pass in SSLC or equivalent
2. Typewriting English (Higher) (KGTE/MGTE)
3. Shorthand English (Higher)
4. Typewriting Malayalam (Lower) -  
Desirable : Word Processing

6. Receptionist - Rs.1400 - 2600/-

Direct Recruitment

1. Degree of any recognised University
2. Typewriting and Shorthand (Lower) - KGTE/MGTE
3. Six months experience in the operation of PBX or CABX and six months experience as Receptionist in a Public Sector Undertaking/Star Hotels

7. Programmer - Rs.2200 - 3500/-

Direct Recruitment

MCA from a recognised University with two years experience

OR

Graduation with Post Graduate Diploma in Computer Application from a recognised University with Three years experience

8. Console Operator cum Data Entry Operator - Rs.1050 - 1660/-

a) Appointment by transfer from Salesman

1. A pass in Pre-Degree
2. One year experience in Console Operation/Data Entry Operation
3. Data entry speed of 10,000 depressions per hour



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~~(b)~~ Appointment by transfer from higher Grade Helpers.

1. A pass in Pre Degree
2. Three years <sup>experience</sup> in Console operation or Data Entry Operation.
3. Data Entry speed of 10,000 depressions per hour.

(c) Direct Recruitment  
In the absence of qualified hands for appointment by method.

1. A Pass in Pre Degree.
2. Three Years in Console Operation.
3. Data Entry speed of 10,000 depressions per hour.

(a) and (b) those vacancies will also be filled up by method (c)

9. Senior Grade Typist  
Rs.1400-2200 /-

(a) Deputation from C.S.Dept.

Yes

(b) Promotion from Upper Division Typist.

Ten years experience as U.D. Typist

10. Upper Division Typist  
Rs.1200-2040 /-

(a) Deputation from C.S.Dept.

(b) Promotion from L.D.Typist.

Seven years Experience as L.D. Typist

\* Note: 75% of the posts will be reserved for appointment by transfer.

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11. Lower Division Typist  
Rs. 950-1500/-

- (a) Deputation from C.S. Department
- (b) Appointment by transfer from Salesman/Helper Higher Grade. The qualified Salesman/Higher Grade Helper have to pass the selective test conducted by KSCSC.

- 1. Pass in SSLC or Equivalent
- 2. Typewriting ~~in~~ English (Lower (KGTE/MGTE.))
- 3. Typewriting Malayalam (Lower)
- 4. Desirable: Word processing
- 5. Experience: 1. One year in the case of Salesman  
2. 3 years in case of Higher Grade Helpers

- (C) Direct Recruitment  
In the absence of suitable hands for appointment by method (a) & (b).

Note:- 20% of the post of LD Typist will be reserved for appointment by transfer.

- 1. Pass in SSLC or Equivalent
- 2. Typewriting English (Lower (KGTE/MGTE))
- 3. Typewriting Malayalam (Lower)
- 4. Desirable : Word processing.

12. Driver Rs. 975-1660/-

- (a) Appointment by transfer.
  - (1) Salesman-having one year experience.
  - (2) Higher Grade Helpers-having three years experience.

- 1. Valid Driving Licence to drive heavy duty vehicles.
- 2. Two years experience in driving heavy duty vehicles after obtaining such licence.
- 3. Normal visual standards as prescribed in the motor vehicles Act and Rules.

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Direct Recruitment

In the absence suitable hands for the appointment by method (a) (1) & (2)

Note: Physically handicapped persons are not eligible for the post

1. Pass in standard VII other qualifications given under (a) is applicable in the case of direct recruitment al.
2. Physically handicapped persons <sup>are</sup> not eligible for the post.

Promotion from Higher Grade Helpers

1. Pass in VII standard
2. Two years experience as Helper Higher Grade

Direct Recruitment (through K.P.S.C.)

Pass in VII Standard.