



ANNEXURE B

SYLLABUS

BY TRANSFER PROMOTION TEST- ASM TO JA (2024)

1. ADMINISTRATION & DISCIPLINARY

I. Common Service Recruitment Rules -2021

- a. Chapter 1 & II – General Definitions, Classification of employees, Duties, Responsibilities and Obligations of employees General Conditions of Service, Joining Time, Resignation, Retirement
- b. Chapter III – Pay & Allowances
Pay & scale of Pay, increment etc
- c. Chapter IV – Leave
General Conditions, Kinds of Leave
- d. Chapter V – Misconduct and disciplinary proceedings

II. Circulars from Administration & Disciplinary Section

- a. Circular No. 01/2017 dtd 23.01.17 and Modified on 03.03.17 (Transfer & posting)
- b. E8-431/98 dtd 15.01.98 Disciplinary action proceedings
- c. Material on Leadership qualities

[Click here to download material on Leadership](#)

2. INTERNAL AUDIT WING (IAW)

Internal Audit Wing :- Plan and conduct Internal Audit of Depots, NFSA Depots, Outlets, Medical Stores, Petrol Pumps etc of the Corporation as per existing guidelines issued from time to time to ensure the orderly and efficient conduct of business, prevention of frauds, errors that safe guards the assets of Corporation.

Functions of Internal Audit Wing

- i. Periodical review and monitoring of audit programmes assigned to the Internal

Auditors in the field.

- ii. Scrutinize the Audit Reports submitted field auditors for errors if any before initiating further actions.
- iii. Monitoring of audit files for the recovery of amount of liability finalized on the basis of disciplinary action finalized.
- iv. Assist in fixing of norms for shortage and assessment, policy matters etc.
- v. Periodical submission of consolidated data before the Audit Committee of the Board on status of Audit Findings.
- vi. Review and monitor the inspections carried out by the JM(M&I) and review of rectifying actions reported by Depot Managers/Regional Manager based on the report.
- vii. Convening of Internal Committee meeting on taking decision regarding filing of Criminal Cases where the liability amount exceeds Rs.3.00 lakhs.
- viii. Audit of Purchase orders, Work orders issued and Payment audit of bills exceeding Rs. 1,00,000/- and above.

Reference:

1. Circular No. 20/2005 – Participatory Management & Decentralised Corporate Governance (Only Auditing of purchase orders and bills.)
2. Circular No.16/2012 & 16/2012 (Modified) – Engagement of Daily wage staff in outlets.
3. Circular No.18/2012 – Guideline for verification of MSSR.
4. Circular No.22/2012 – Shortage & Short Remittances and disciplinary action.
5. Circular No.06/2014 – Monthly Inspection of JM(M&I)
6. Circular No.03/2016- Imprest Advance.
7. Circular No.01/2019- Apportionment of Liability to Daily wage staff.
8. Circular No.14/2019 – Rebagging of NFSA Articles.
9. Circular No. 09/2017 & 07/2021 – Apportionment of Liabilities.
10. Circular No.06/2022 – Guideline on operation of Petrol Bunk.
11. Circular No.03/2023 – Annual Stock Taking Circular.
12. Circular No.11/2023 – Criteria of fixing the Rent.
13. Remittance made towards sale of empty gunnies.
14. NFSA - Transportation bill payment and Shortage assessment of stock.

3. **SABARI**

- Branding – Elements of Branding - Brand Identity, Brand Image - Brand Loyalty
- Rebranding of Sabari Products
- Sabari Brand Products - Private Label - Price - Promotion – Distribution
- Sabari Brand - Trademark Registration - Quality specifications – Packing etc
- Sabari product awareness- product range

4. **TEA**

- Tea market general knowledge-international markets -leading brands in India - types of teas – major production centres
- Kerala tea market and market share- leading brands in Kerala.

[Click here to download material on Tea](#)

5. QUALITY ASSURANCE

- Quality Manual (chapters dealing with duties of custodians and outlet managers) -Introduction & chapters 4,8,10,12,13
- Circulars related to quality assurance- supplyco website
- Food Safety and Standards (Labeling and Display) Regulations, 2020, Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011
- Legal Metrology Act and regulations-ministry of consumer affairs LM FAQs
- Fortification -<https://fortification.fssai.gov.in>

[Click here to download material on QA](#)

6. MANAGEMENT INFORMATION SYSTEM**General**

- Computer Hardware – Input/Output/Processing units, Networking devices/Basics
- Computer Software – Application software/Operating system
- Internet – URL/Web/Basics
- MS Office – MS word, MS excel, MS Powerpoint shortcut keys/Menu

[Click here to download material on MIS](#)

Supplyco Software

- Software using in Supplyco - awareness
- OMS/DMS/ERP operation functions

7. FINANCE & ACCOUNTS

- Basics from CGST Act: Levy & collection, Registration, Returns, E-way bill Rates for common products as per Tariff act.-Source <http://cbic-gst.gov.in/gstacts>
- Basic awareness on EPF, ESI, Income Tax and TDS, Payment of Gratuity Act1972, Accounting.

[Click here to view material on GST](#)

8. NFSA

- General facts regarding the implementation of NFSA, 2013 in Kerala.
- Entitlement of different types of ration cards under NFSA.
- Maintenance of proper records in NFSA godowns including charge hand over register.
- Creation of route in VTFMS and trip scheduling of FCI/CMR/Door delivery.
- Accounting of truck chit in SCMS and DMS.
- General rules regarding sorting and stocking of food grains scientifically in NFSA godowns.

- Loading, unloading, cleaning and re bagging of food grains in NFSA godowns.
- Important orders and circulars in connection with the functioning of NFSA godowns.
- Duties and responsibilities of OIC, Custodian and Assistants in NFSA godowns.
- Definition of scientific godown.
- Generating truck chit for the door delivery of food grains as per the allocation of TSO.
- Collection of truck chit from the transporting contractors after verification.
- Verification and recommendation of the bills of transporting contractors to the depot Manager for payment.
- Co-ordinate with the transporting contractor to generate a proper distribution plan.
- Help the Officers in inspecting the NFSA godown.

9. **PURCHASE & GOVERNMENT SCHEME**

1. Purchase Division

- Indenting
- Tenders rules and regulations
- Store purchase manual and purchase manual of Supplyco
- Maveli items and its pricing
- Subsidy items and its pricing

2. Government Schemes

- PM poshan Sakthi Nirman
- Fortified Atta and PDS sugar
- ICDS

3. Right to Information

- Rules and procedure for submission of application
- Role of Public information officer
- Role of Appellate authority
- Role of Information commission

[Click here to download material on Purchase](#)

[Click here to download material on GS](#)

[Click here to download material on RTI](#)

10. **MARKETING**

1. RETAILING

1. Challenges of Trades
2. Marketing Strategy
3. Sales Promotion at Supplyco
4. Function of Salesman

2. Marketing Principles

1. SWOT Analysis
3. Licenses required for opening of retail outlet
4. Major competitors of Supplyco and strategies to compete with them

Circulars

1. Circular on daily Wages- 16/12
2. Circular on Incentive- 18/09
3. Circular on Holidays- 06/15
4. Circular on opening new outlet- 04/22 .
5. BEP of Outlets- M8-17764/14 Dated 14.07.2015.
6. Quantity restriction of Subsidy items.(16/2015)

11. **FMCG**

- a. Criteria for inclusion of Companies in CCIS/CLC/LLC
- b. Profit margin for various non-Maveli categories
- c. Circular No: 7/2015
- d. Circular No: 8/2012
- e. Circular No: 7/2011
- f. Circular No: 7/2014

12. **LOGICAL REASONING & CURRENT AFFAIR**