



ANNEXURE B

SYLLABUS

BY TRANSFER PROMOTION TEST- ASM TO JA (2024)

1. ADMINISTRATION & DISCIPLINARY

Common Service Recruitment Rules 2021

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- A. Chapter 1 & II – General
Definitions, Classification of employees, Duties, Responsibilities and Obligations of employees, General Conditions of Service, Joining Time.
- B. Chapter III – Pay & Allowances
Pay & scale of Pay, increment, reimbursement
- C. Chapter IV – Leave
General Conditions, Kinds of Leave
- D. Chapter VI – Misconduct of disciplinary proceedings
-Penalties & Procedures

1. 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

2. 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.

- 1. Limit that fixed for pre-auditing of Purchase Orders and Payment bills by Internal Audit Wing as per Circular No.20/2005.
- 2. Circular No.16/2012 & 16/2012 (Modified) – Engagement of Daily wage staff in outlets.
- 3. Timelines fixed for verification of MSSR at Depots as per Circular No.18/2012
- 4. Circular No.22/2012 – Shortage & Short Remittances and Disciplinary action.

5. Desirable Quantity of Non – Maveli stock to maintained in a Super market at a particular point of time.
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. Form No, Permissible Handling loss, Rate at which liability Quantified, time line stated for having liability certificate, shortage limit stated for having detailed audit etc in Circular No. 04/2024.
12. Circular No.11/2023 – Criteria of fixing the Rent.
13. Criteria on the remittances to be made towards sale of empty gunnies.
14. NFSA – Payment of Transportation Contractors bill and Rate at which shortage of stock detected being assessed at NFSA depot.

[\(Click here to download material on IAW\)](#)

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

[\(Click here to download material on Sabari Brand\)](#)

4. **TEA**

Tea market general knowledge-international markets -leading brands in India
- types of tea – major production centres

Kerala tea market and market share- leading brands in Kerala.

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

5. **QUALITY ASSURANCE**

1. Quality Manual (chapters dealing with duties of custodians and outlet managers)
-Introduction & chapters 4,8,10,12,13
2. Circulars related to quality assurance- supplyco website
3. Food Safety and Standards (Labeling and Display) Regulations, 2020, Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011
4. Legal Metrology Act and regulations-ministry of consumer affairs LM FAQs
5. 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

Password Policies/Password Creation Rules

MS Office – MS word, MS excel, MS Powerpoint shortcut keys/Menu

Supplyco Software

Software using in Supplyco - awareness

OMS/DMS/ERP operation functions

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

7. FINANCE & ACCOUNTS

Basic Knowledge of

- a) Employees Provident Fund
- b) ESI
- c) Income Tax and TDS
- d) Payment of Gratuity Act 1972
- e) Accounting

GST Syllabus

- a) Basics from CGST Act
- b) Levy and Collection
- c) Registration
- d) Returns
- e) E-way bill
- f) Rates for common products as per tariff Act

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

8. NFSA

1. General facts regarding the implementation of NFSA, 2013 in Kerala.
2. Entitlement of different types of ration cards under NFSA.
3. Maintenance of proper records in NFSA godowns including charge hand over register.
4. Creation of route in VTFMS and trip scheduling of FCI/CMR/Door delivery.
5. Accounting of truck chit in SCMS and DMS.
6. General rules regarding sorting and stocking of food grains scientifically in NFSA godowns.
7. Loading, unloading, cleaning and re bagging of food grains in NFSA godowns.
8. Important orders and circulars in connection with the functioning of NFSA godowns.
9. Duties and responsibilities of OIC, Custodian and Assistants in NFSA godowns.

10. Definition of scientific godown.
11. Generating truck chit for the door delivery of food grains as per the allocation of TSO.
12. Collection of truck chit from the transporting contractors after verification.
13. Verification and recommendation of the bills of transporting contractors to the depot Manager for payment.
14. Co- ordinate with the transporting contractor to generate a proper distribution plan.
15. Help the Officers in inspecting the NFSA godown.

[\(Click here to view material on NFSA\)](#)

9. PURCHASE & GOVERNMENT SCHEME

1. Purchase Division

1. Indenting
2. Tenders rules and regulations
3. Store purchase manual and purchase manual of Supplyco
4. Maveli items and its pricing
5. Subsidy items and its pricing

2. Government Schemes

1. PM poshan Sakthi Nirman
2. Fortifie Atta and PDS sugar
3. ICDS

3. Right to Information

1. Rules and procedure for submission of application
2. Role of Public information officer
3. Role of Appellate authority
4. Role of Information commission

[\(Click here to view material on Purchase\)](#)

[\(Click here to view material on GS\)](#)

10. MARKETING

1. RETAILING

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

2. Marketing Principles

SWOT Analysis

3. Licenses required for opening of retail outlet

4. Major competitors of Supplyco and strategies to compete with them

5. Marketing

1. Circular on daily Wages- 16/02

2. Circular on Incentive- 18/09

3. Circular on Holidays- 06/15

4. Circular on opening new outlet- 04/22

5. Circular on display of products.

6. Circular on Local Purchase.

7. Circular on Pricing.

8. BEP of Outlets- M8-17764/14 Dated 14.07.2015.

9. Quantity restriction of Subsidy items.

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 AFFAIRS**

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