STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Supplies and Sales Officer

Code : STC 14

Salary : **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 – 49000**

Qualifications : A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

or

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education 'Ordinary Level' provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

and

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level",

or

Equivalent qualifications to A and B above acceptable to the Board.

Note 1

Qualification at A above should have been obtained prior to qualification at B above.

Note 2

Supplies and Sales Officers may be required to follow appropriate courses to make them conversant with relevant computer packages.

Duties : Under the general supervision of the Principal Supplies and Sales Officer or the Senior Supplies and Sales Officer-

1. To assist generally the Higher Supplies and Sales Officer.
2. To attend to registration and distribution of Delivery Orders.
3. To supervise weighing, rebagging and other operations.
4. To record the weighing of commodities and account for gunny bags.
5. To perform simple computer/data processing work, microfilming and to input data relating to the supplies of commodities traded by the STC.
6. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Supplies and Sales Officer in the roles ascribed to him.