

**Dindigul District Cooperative Milk Producers' Union Limited,**  
Head Office No.9, East Govindapuram, Dindigul – 624 001.

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Annexure – I  
APPLICATION FORM  
(for the post of Senior Factory Assistant )

Please affix recent  
passport size photo  
here

Post applied for	
Advertisement No. and Date	

1.	Name of the Candidate ( in BLOCK LETTERS)												
2.	Gender (Tick in relevant Box)	Male							Female				
3.	Date of Birth	Date			Month			Year					
4.	Age as on 1 <sup>st</sup> Jan / 1 <sup>st</sup> July of the year (the case may be in complete years)												
5.	Father's Name												
6.	Mother's Name												
7.	Marital Status (Tick in relevant Box)	Married							Unmarried				
8.	Spouse Name Husband / Wife												
9.	If applicant is Female	Widow			Destitute Widow			Others					
10.	Place of Birth												
11.	Native District and State												
12.	If other than TN, Specify the Name of the State												
13.	Mother Tongue												

14.	Other Languages Known													
15.	Nationality (Tick in relevant Box)	Indian								Others				
16.	Religion (Please specify)													
17.	Address for Communication						Permanent Address							
	Door No.							Door No.						
	Street Name							Street Name						
	City / Village							City / Village						
	District							District						
	State							State						
	Pin Code							Pin Code						
18.	Community Category (Tick in relevant Box)	OC	BC	MBC	SC	SC(A)	ST	DNC						
19.	Name of the Sub Caste													
a.	Community Certificate No.													
b.	Date of Issue	Date				Month				Year				
c.	Issuing Authority													
d.	Name of the Taluk													
e.	Name of the District													
20.	Are you a Differently Abled person If yes, please specify	Yes						No						
21.	Whether coming under priority? If yes, tick the relevant box	Destitute Widow	Inter caste marriage	Ex-service men dependents of serving army personnel's	Freedom fighter and Thiyagis for Tamil Language	Burma / Ceylon Repatriates	Owners of land acquired by Government	Physically handicapped (exclusively Ortho)	Orphans	Not applicable				
a.	Certificate No.													
b.	Date of Issue	Date				Month				Year				

c.	Issuing Authority							
d.	Name of the Taluk							
e.	Name of the District							
22.	Educational Qualification	Medium of Instruction	Name of the Institution	Year of Passing	Total Marks	Marks Secured	%	Grade / Class
a.	S.S.L.C with ITI any trade							
b.	H.S.C. (+2)							
23.	Details of previous employment if any	Name and address of the institution		Designation	Salary drawn	From	To	
24.	Details of conviction / punishment / disqualification / criminal case / disciplinary proceedings etc., if any							
25.	Mobile No / Phone No.							

26. Declaration:

I hereby, declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by Dindigul District Co-operative Milk Producers Union Ltd. Dindigul.

Date :

Place :

Signature of the candidate.

- Encl:
1. Self attested Xerox copies of Certificate
  2. Self addressed envelope – 3 Nos. (Size 27 X 11 cm)
  3. Self addressed post card.
  4. Passport Size Photo 3.
  5. Demand Draft for Rs.250 /- only
  6. Hall Ticket.

Dindigul District Cooperative Milk Producers' Union  
Limited, No.9, East Govindapuram, Dindigul – 624 001.

Please affix recent  
passport size photo  
here

## HALL TICKET

### Written Test for the post of Senior Factory Assistant - 2018

1.	Roll No. (Will be assigned by the management)	
2.	Name of the Candidate	
3.	Address of the Candidate	
4.	Written Test (to be filled by the management)	
Date and time of written test		Venue of the Examination
_____ FN / AN		

Signature of the Candidate

Authorised signatory with seal  
(Not below the rank of DM(O))

#### Important Instructions

- In the Hall ticket the Roll No. need not be filled up by the applicant at the time of submission and the same will be assigned by the management while sending Hall ticket for appearing written test. Candidate to fill up name and address only. Candidate to sign at demarked space and paste photo and sign across it.
- Candidates are instructed to bring this Hall Ticket for the written test. Candidates without Hall Tickets will not be allowed to write the written test.
- Written Test will commence from 10.00 a.m. for the Forenoon Session / from 2.30p.m. for afternoon Session.
- Candidates appearing for the written test should be present at least half an hour before the commencement of the written test. Candidates coming after 15 minutes of the start of the written test will not be allowed to write the written test.
- Candidates are permitted to write the answers with Blue or Black ball point pen only.
- No mobiles and electronic devices will be allowed inside the examination Hall.
- The Candidate should return the Question booklet to the Invigilator at the end of the written test. Failure to return the Question booklet will result in non-evaluation of the answers of the candidate.
- No candidate will be allowed to leave the Examination Hall till the time of closure of the written test.
- Admission to written test will not confer any right of appointment.
- Please see Additional Information and Instructions to Candidates -1 and 2 in website [www.aavin.com](http://www.aavin.com).
- If any error in name and address is noticed, the candidate should intimate promptly to the Management before the publication of result for rectification and subsequent request will not be complied with.
- Candidates should write their Roll No. only in the place prescribed in the question booklet for written test. Writing their name or any type of marking other than answers in the booklet will result in non evaluation of the answers in the written test.

Dindigul District Cooperative Milk Producers' Union Limited,  
Head Office No.9, East Govindapuram, Dindigul – 624 001.

Office Copy

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**Dindigul District Cooperative Milk Producers' Union Limited,**  
Head Office No.9, East Govindapuram, Dindigul – 624 001.

Annexure – I

“Additional Information and Instructions of the Candidates - 1”

1.	Name of the District Cooperative Milk Producers' Union Limited	Dindigul District Cooperative Milk Producers' Union Limited, Head Office No.9, East Govindapuram, Dindigul – 624 001.
2.	Jurisdiction of the District Cooperative Milk Producers Union	Dindigul
3.	Name of the Post and vacancies to be Filled up and educational qualification Prescribed	as follows

Sl. No.	Name of the Post	Scale of pay	No. of Vacancies	Communal Turn	Educational Qualification prescribed
1.	Senior Factory Assistant	Rs 15700 - 50000	20	GT <b>Priority</b> -1 SC (A) <b>Destitute Widow</b> -1 MBC/DNC <b>Priority</b> -1 BC <b>Priority</b> - 2 GT <b>Destitute Widow</b> - 2 SC <b>Priority</b> - 1 MBC/DNC <b>Destitute Widow</b> - 1 BC <b>Distitute Widow</b> - 2 GT Non - <b>Priority</b> - 2 BC <b>Non - Priority</b> - 2 SC - <b>Destitute Widow</b> -1 MBC/DNC <b>Non Priority</b> - 2 BC <b>Musilim Priority</b> - 1 SC <b>Non - Priority</b> - 1	Must have passed +2 ( or) Must Possess ITI in any trade.

4. Age for Recruitment (as on 1<sup>st</sup> September of the year 2018)

(Please refer Enclosure – 1 cadre wise)

- i) Minimum age : 18 years
- ii) Maximum age : As listed below

Sl. No.	Name of the Post	SC / SC(A) / ST	MBC / DNC / BC	OC
1	Senior Factory Assistant	35 Years	32 Years	30 Years

**5. No. of application to be sent**

The filled application, complete in all respects along with Xerox copies of required documents and other enclosures should be sent to the address mentioned in the advertisement either by Registered Post or Speed Post only. If sent by any other mode, It is the responsibility of the candidate to ensure the receipt of the application in the office before the last date mentioned in the advertisement. Management will not be responsible for postal delay, if any. The envelope containing the application should mention the post to which the application relates and should be written in the format indicated below.

**Format for envelope for submission of filled in applications**

(Please write following on the envelope)

Application for the post of Senior Factory Assistant.  
Advertisement No.:1416/E1/2018.

To

The General Manager,  
Dindigul District Cooperative Milk  
Producers Union Limited,  
No.9, East Govindapuram,  
Dindigul – 624 001.

From

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## 6. Selection Procedure.

- i. Certificate Verification.
- ii. Written Examination - Objective type questions on English knowledge, Test of Reasoning and Quantitative Aptitude, General Knowledge and subject knowledge.
- iii. Oral Test in the form of an interview in respect of candidates who have secured top marks in the written test.

Sl.No.	Details	Marks
1.	Written Test	85
2.	Oral Test	15
3.	Total	100

### **Written Test:**

- iv. There will be a written test for the selection of post. In the Hall ticket, the Roll No. need not be filled up by the applicant at the time of submission of applications. Hall ticket duly authorised by the authority will be communicated mentioning the Roll No. date, time and venue of the written test.



## Annexure – II

### “ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-2”

#### 1. Applications

If a candidate is eligible for more than one post he / she should send Separate application for each post. The filled in application, complete in all respects along with Xerox copies of required documents should be sent to the address mentioned in the advertisement either by Registered post or speed Post. If sent by any other mode, it is the responsibility of the candidate to ensure the receipt of the application in the office before the last date mentioned in the advertisement. Management will not be responsible for postal delay.

#### 2. Qualification in Tamil

Every candidate on the date of the Notification for the post should possess and adequate knowledge in Tamil.

**Explanation:** For this purpose a person will be deemed to possess and adequate knowledge in Tamil:

- (a) In the case of a post for which the educational qualification prescribed is the Minimum General Educational Qualification and above, He / She must have passed the S.S.L.C. Public Examination with Tamil Medium.  
(OR)
- (b) The candidate should pass the Tamil Language proficiency test, conducted by the Tamilnadu Public Service Commission within 3 years from the date of entry into service.

#### 3. Community Certificate

In the case of an applicant who claims to be a member of SC/SC(A) or ST or MBC/DC or BC (Other than BCM) OF BCM, a certificate from the following authority noted against each should be produced in the form as specified in G.O.Ms.No.781, Revenue Department, Dated 2nd May 1988.

S. No.	Name of the Community	Competent authority to issue the Certificate
1.	ST	R.D.O / Asst. Collector / Sub Collector / Personal Assistant (General ) to the Collector of Chennai / District Adi-Dravidar Welfare officer.
2.	SC / SC (A)	Taluk Tahsildar
3.	MBC/DC, BC (Other than Muslim) and BCM	Revenue Officer not Lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tashildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tahsildar and Zonal Deputy Tahsildar.
4.	Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar. Thozhuva Naicker and Erragollar) included in the list of MBC/DC)	Head Quarters Deputy Tahsildar.

Community Certificate should have been issued by the competent authorities referred to above, in whose jurisdiction the candidate claims to have permanent residence. The Certificate obtained by the candidates in the form other than the one prescribed in G.O.Ms.No. 781, Revenue Department, Dated 2nd May 1988 and solely based on the entries in S.S.L.C. or Transfer Certificate or other School / College records will not be accepted.

Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Tribes, Most Backward Classes / De-notified Communities or Backward classes, they will not be considered as belonging to Scheduled Caste, Scheduled Tribes or Backward Classes/De-notified Communities or Backward Classes as the case maybe. They will, in that case, be considered only under 'Others' and if they are not qualified to be considered under 'Others', Their applications will be rejected.

#### 4. Priority Certificate

In the case of an applicant who claims priority under "Priority Category", a Certificate from the following authority noted against each should be produced in the form as specified.

S. No.	Order of priority	Competent authority to issue the Certificate
1.	Destitute Widow	R.D.O / Asst. Collector / Sub Collector / Personal Assistant (General) to the Collector of Chennai/ District Adi-Dravidar Welfare officer.
2.	Inter caste marriage (one of spouse should belongs to Hindu Adi Dravida)	Tahsildar.
3.	Ex-Servicemen, Dependants of Ex-serviceman, Dependants of Serving Military service personnel's	Assistant Director, Ex-servicemen Office, For serving ex-servicemen Commandant, Army Headquarters.
4.	Freedom Fighter – Tamil language (only sons and daughters)	Tahsildar.
5.	Burma / Ceylon Repatriates	Tahsildar.
6.	Owners of land acquired by Government	Tahsildar.
7.	Physically handicapped exclusively Ortho.	Competent Medical authority
8.	Orphans	Tahsildar, Institutions concerned

Candidates claiming priority Under Priority Category should submit the Certificates issued by the competent authority only. The certificates issued by other than competent authority will not be considered. They will in that case be considered under non-priority category only.

## **5. Communication with the Management**

- i) Any communication intended for the Management must be made in writing and addressed only to the The General Manager, Dindigul District Co-operative Milk Producers' Union Limited, No.9, East Govindapuram, Dindigul – 624 001.
- ii) If a reply is sought, it must be accompanied by an envelope affixed with sufficient Postage Stamps with the address to which the reply is to be sent.
- iii) Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will not receive any attention.
- iv) The Management will receive communications only from candidates. Communications in the name of pleader or agent will not receive any attention.

## **6. Disqualification / Debarment**

### **Disqualification:**

- i. If a candidate attempts to canvas to bring influence on the authorities concerned or any member of the Committees personally / by letter / through relatives, friends, patrons, officials or other persons, will be disqualified.

### **Debarment**

- A. If the applicant attempts any tampering, alteration with the documents or certificates, he is liable to be debarred from appearing for any of the selections and examinations conducted by the Management and consequently from entry into service.
- B.
  - (i) Candidates furnishing false particulars in the matter of qualification or the nature of pass in various subjects, experience gained, their religion or community etc.
  - (ii) Suppression of materials information regarding
    - (a) Employment in Government or Local Bodies, Public Corporations etc.,
    - (b) Information regarding arrest, convictions / debarment / Disqualification by any recruiting agency, criminal or any disciplinary proceeding initiated or finalized, participation in agitation or any political Organization, candidature in election for Parliament / State Legislature / Local Bodies etc., if nay, should also be furnished to the Management at the time of application i.e the details thereof, originals of the Judgment of Acquittals order / or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for an appointment must be produced at the stage / time of Certificate Verification.
    - (c) Making false or vexatious allegations against the Management in petitions addressed to it or nay other authority, will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for the written test and selections by the Management permanently or for such a period as the Management may decide.

## **7. Minimum marks prescribed for selection**

Those candidates who have an overall score of less than 40% shall not be considered for selection.

### **Other conditions :**

- i. Selection of candidates by Management carries with it no guarantee of actual appointment.
- ii. The Number of vacancies advertised is only approximate and is liable to modification.
- iii. Any claim by a candidate that he / she has obtained a higher or additional qualification made after the submission of an application will not be entertained.
- iv. The claims of the candidates with regard to the date of birth, educational / technical qualifications and community are accepted only on the information furnished by them in their applications. Their candidature therefore will be provisional and subject to the Management satisfying itself, about their age, educational / technical qualifications, community etc. Mere admission to the interview or inclusion of name in the list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the Management reserves the right to reject any candidature at any stage, even after the selection has been made.
- v. The candidature of candidates, if found ineligible, shall stand cancelled even after declaration of their result.
- vi. A candidate found by the Management qualified to complete for the appointment must be prepared to appear when summoned before the Management at the place notified at their own expenses.

## **8. Payment of TA & DA**

Candidate is not entitled for travelling allowance and dearness Allowance.

## **9. Probation**

Candidates selected and appointed to a post should undergo probation prescribed for the post. At any time before the end of the prescribed period of probation, the probation of a candidate appointed may be terminated and he may be discharged from the service.

## **10. List of Documents to be produced at the time of Certificate Verification / Oral Test (\*if applicable):**

- i. Evidence of Date of Birth (SSLC / HSC / TC)
- ii. Community Certificate from the competent authority (ie. Life card)\*.
- iii. Evidence of Educational Qualifications (SSLC / HSC / Diploma / Degree / PG degree or Provisional certificate etc.)
- iv. Evidence for Typewriting / Shorthand qualifications\*.
- v. Evidence of Tamil qualification (viz. SSLC /HSC /Degree / Certificate for having passed Tamil conducted by the Tamil Nadu public Service Commission).
- vi. Differently Abled Certificate from the competent Medical Officer to the effect that he / she is a fit person to discharge his / her duties and with the entries therein regarding the percentage of Differently abled\*.
- vii. A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed\*.
- viii. A certificate as evidence for claim in respect of Ex-sericeman\*.
- ix. **Tamil Medium:** Persons Studied in Tamil Medium (PSTM) have to produce the evidence, such as Transfer Certificate, Provisional Certificate / Convocation Certificate / Degree Certificate if needed mark sheets received from the Board of University or from the Institution, with a recording that he/she studied prescribed education in Tamil Medium as per G.O.Ms.No.145 P & AR (S) Department dated 30.09.2010. If no evidence for 'Person studied in Tamil Medium' is available as said, then a certificate from the Head of the Institution as given below must be furnished.

