

Annexure – I

**Application form for the Employees of Milk
Cooperative societies in Salem and Namakkal Districts**

(சேலம் மற்றும் நாமக்கல் பால் உற்பத்தியாளர்கள் கூட்டுறவு
சங்கத்தில் பணிபுரியும் பணியாளர்கள் மட்டும்
விண்ணப்பித்தற்கான படிவம்)

Post applied for	
Advertisement No. and Date	01/ 06-02-2017
Name of the MPCS	

Please affix recent passport size photo
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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 st Jan of the year (as the case may be) (in completed 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										
	Door No.	Street Name:									
	City/Village:	District:									
	State:									Pin code:	

18	Permanent Address										
	Door No.			Street Name:							
	City/Village:				District:						
	State:				Pin code:						
19.	Communal Category (Please tick in relevant box)		OC	BC	MBC	SC	SC(A)	ST	DNC		
20.	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										
21.	Are you a Differently Abled Person?		Yes			No					
	If yes, please specify										
22.	Whether coming under priority? If yes, tick the relevant box		DW	Inter caste Marriage	Ex-Service man dependents of Ex-service man, dependents of serving Army personnel"s	Freedom Fighter and Thiyagis for Tamil language	Burma / Ceylon Repatriate	Owner of the land acquired by Govt.	Physically Handi-capped exclusively Ortho	Orphans	Not applicable
a.	Certificate No.										
b.	Date of Issue		Date			Month			Year		
c.	Issuing Authority										
d.	Name of the District										
e.	Name of the Taluk										
23.	Educational Qualification	Medium of Instruction	Name of the Institution			Year of passing	Total Marks	Marks Secured	%	Grade / Class	
a.	S.S.L.C										
b.	H.S.C (+2)										
c.	ITI (2 years)										

d.	2 years Diploma in Lab Technician							
e.	Degree (3 years)							
f.	Diploma in Co -Operation							
g.	Post Graduate Degree							
h.	M.Phil							
i.	Ph.D							
j.	PG.Diploma							
k.	Typing Tamil							
l.	Typing English							
m.	Shorthand in Tamil							
n.	Shorthand in English							
o.	Others							

		Name and address of the MPCs	Designation	Scale of Pay	From	To
					Experience certificate issued by the Board	
24.	Details of Previous employment if any					
25.	Details of conviction / Punishment / Disqualification / criminal case, disciplinary proceedings etc., if any					
26.	Mobile No / Phone No					

27. 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 Salem DCMPU Ltd.

Date:

Place:

Signature of the Candidate

Enclosure

- (i) SSLC Certificate
- (ii) HSCC Certificate
- (iii) Diploma in Co-operation Certificate
- (iv) Degree Certificate
- (v) 2 years Diploma in Lab Technician
- (vi) ITI Certificate in Refrigeration & Air Conditioning Mechanic with NTC
- (vii) ITI Certificate in Trade Concerned
- (viii) All mark sheets
- (ix) Community Certificate from the competent authority (ie. Life card)
- (x) The employee should produce Experience certificate(s) issued by the Board of the Milk Producers Cooperative Society concerned. The certificate should be based on the records of the society.
- (xi) Any other relevant documents

Annexure – II

Format for Envelope for submission of filled in applications (Please write following on the envelope)

APPLICATION FOR THE POST OF	
Advertisement No. - '2017	
	To
	The General Manager ,
	The Salem District Co-operative
	Milk Producers Union Ltd
	Sithanur
	Thalavaipatty
	Salem - 636302
From	
.....	
.....	
.....	

**THE SALEM DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD.,
SALEM - 636302
HALL TICKET**

WRITTEN TEST FOR THE POST OF-2017

- 1. Roll No. :
(will be assigned by the management)
- 2. Name of the Candidate :
- 3. Address of the Candidate :

Please affix
recent passport
size photo here

- 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

- 1. 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.
- 2. 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.
- 3. Written Test will commence from 10.00 a.m. for the Forenoon Session / from 2.30 p.m. for Afternoon Session.
- 4. 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.
- 5. Candidates are permitted to write the answers with Blue or Black ball point pen only.
- 6. No mobiles and electronic devices will be allowed inside the examination Hall.
- 7. 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.
- 8. No candidate will be allowed to leave the Examination Hall till the time of closure of the written test.
- 9. Admission to written test will not confer any right of appointment.
- 10. Please see Additional Information and Instructions to Candidates -1 and 2 in website www.aavinmilk.com.
- 11. 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.
- 12. 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.

**THE SALEM DISTRICT COOPERATIVE
MILK PRODUCERS' UNION LTD.,**

HALL TICKET

WRITTEN TEST FOR THE POST OF-2016

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) :

Please affix
recent passport
size photo here

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

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Annexure – iii

The Salem District Cooperative Milk Producers' Unions

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1. Name of the District Cooperative Milk Producers' Union and address : The Salem District Cooperative Milk Producers' Unions Ltd Sithanur Thalavaipatty Salem 636302
2. Jurisdiction of the District Cooperative Milk Producers' Union : Salem and Namakkal Districts
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl.No	Name of the Post	Required Qualification	Pay Scale	No. of posts
1	<i>Extension Officer Grade II</i>	<p>Must be a graduate in any discipline and have passed in Cooperative Training and completion of 10 years of service in MPCS (or) 1.A Pass in 10th std /SSLC exam or its equivalent and have passed in Cooperative Training with 15 years experience in MPCS .</p> <p>Exemption for holders of degree in BA (Co-op) or B.Com (Co-op) from passing Co-operative Training</p> <p>2.Should have remaining service of minimum 5 years.</p>	Rs.5200-20200 + Grade Pay Rs.2400/-	5
2	<i>Junior Executive (Office)</i>	<p>1. Must be a Graduate in any discipline 2. Must have passed in Co-operative Training Exemption for holders of degree in BA (Co-op) of B.Com (Co-op) from passing Co-operative Training. 3. Must have completed 10 years of service in MPCS 4.Should have remaining service of minimum 5 years</p>	Rs.5200-20200 + Grade Pay Rs.2400/-	2
3	<i>Junior Executive (Lab)</i>	<p>1. A pass in 10th Std /SSLC or its equivalent 2. Must possess 2 years diploma in Lab Technician issued by the Government/ Government approved institutions 3. 10 years experience in MPCS 4. Should have remaining service of minimum 5 years</p>	Rs.5200-20200 + Grade Pay Rs.2400/-	3
4	<i>Technician (Operation)</i>	<p>1. Must be a holder of ITI Certificate in trade concerned. 2. 5 Years experience in MPCS 3.Should have remaining service of minimum 5 years.</p>	Rs.5200-20200 + Grade Pay Rs.2400/-	3
5	<i>Technician (Refrigeration)</i>	<p>1. A pass in 10th Std /SSLC or its equivalent 2.ITI Certificate in Refrigeration & Air - Conditioning Mechanic with NTC 3.Must possess 5 years experience in MPCS 4.Should have remaining service of minimum 5 years</p>	Rs.5200-20200 + Grade Pay Rs.2400/-	2

2. No. of application to be sent

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 particularly mark sheet and other enclosures as mentioned in S.No.7 should be sent to the address mentioned in the advertisement either by Registered Post or Speed Post on or before last date. 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

3. Selection Procedure -For the posts below Manager cadre

Selection will be made based on the marks obtained by the candidate in the academic qualification and oral test as follows:-

Allocation of Marks

1. Extension Officer Grade II

Sl.No	Detail	Max Marks
1	Marks obtained in the prescribed academic qualification	20
2	Experience 10 - 15 years - 10 marks 16 – 20 years - 13 marks 21-25 years – 16 marks Above 25 years – 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

2. Junior Executive (Office)

Sl.No	Detail	Max Marks
1	Marks obtained in the prescribed academic qualification	20
2	Experience 10 - 15 years - 10 marks 16 – 20 years - 13 marks 21-25 years – 16 marks Above 25 years – 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

3. Technician (Lab) / Junior Executive (Lab)

Sl.No	Detail	Max Marks
1	Marks obtained in the SSLC / X Std	10
2	Marks obtained in Diploma	10
2	Experience up to 10 years – 10 marks 11-15 years – 13 marks 16-20 years – 16 marks and above 20 years – 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

4. Technician (Operation)

Sl.No	Detail	Max Marks
1	Marks obtained in the SSLC / X Std	10
2	Marks obtained in ITI	10
2	Experience up to 10 years – 10 marks 11-15 years – 13 marks 16-20 years – 16 marks and above 20 years – 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

5. Technician (Refrigeration)

Sl.No	Detail	Max Marks
1	Marks obtained in the SSLC / X Std	10
2	Marks obtained in ITI	10
2	Experience up to 10 years – 10 marks 11-15 years – 13 marks 16-20 years – 16 marks and above 20 years – 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

4. 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.
- ii. If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic etc.,
- iii. If a candidate writes anything unconnected to the question or any irrelevant / impertinent matter.
- iv. 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 anywhere in the booklet will result in non evaluation of the answers in the written test

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 material 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 Organisation, candidature in election for Parliament / State Legislature / Local Bodies etc., if any, should also be furnished to the Management at the time of application i.e the details thereof, originals of the Judgement 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 any 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
 - (d) Their admission at all the stages of examination for which they are admitted by the Management viz. oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification any time before or after oral test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Management.

5. Payment of TA & DA

Candidate is not entitled for travelling allowance and Dearness Allowance.

6. 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.

7. List of Documents to be sent with the application without any omission (*If applicable) :

Enclosures:

- (i)** SSLC Certificate
- (ii)** HSCC Certificate
- (iii)** Diploma in Co-operation Certificate
- (iv)** Degree Certificate
- (v)** 2 years Diploma in Lab Technician
- (vi)** ITI Certificate in Refrigeration & Air Conditioning Mechanic with NTC
- (vii)** ITI Certificate in Trade Concerned
- (viii)** All mark sheets
- (ix)** Community Certificate from the competent authority (ie.Life card)
- (xii)** The employee should produce Experience certificate(s) issued by the Board of the Milk Producers Cooperative Society concerned. The certificate should be based on the records of the society.
- (x)** Any other relevant documents