

Annexure – I

APPLICATION FORM

Please affix recent
passport size photo

Advertisement No. and Date	05/ 22-10-2015
Post applied for (Kindly Tick Whether is applicable)	Junior Executive (Office)
	Executive (Lab)

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 July 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/Teacher Training (2 years)										

d.	Diploma							
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 Institution	Designation	Scale of Pay	From	To
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 TCMPF Ltd / DCMPU.

Date:

Place:

Signature of the Candidate

- Encl : 1.** Self attested xerox copies of Certificates
2. Self Addressed envelope -3 Nos. (Size 27 x 11 cm)
3. Self addressed post card

Annexure – II

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

APPLICATION FOR THE POST OF

Advertisement No. -2015

To

The General Manager ,
The Salem District Co-operative
Milk Producers Union Ltd
Sithanur
Thalavaipatty
Salem - 636302

From

.....
.....
.....

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 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, 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

Selection will be made based on the marks obtained by the candidate in the academic qualification and oral test.

- a) For academic qualification 90 marks
- b) For Oral test 10 marks

a) Allocation of Marks Junior Executive (Office)

Sl.No	Details	Prescribed Qualification
		Graduation
1	Marks obtained in the SSLC / X Std	15
2	Marks obtained in +2 /	15
3	Marks obtained in the Prescribed qualification	50
4	Marks of Higher Qualifications in the same filed	10
5	Oral Test	10
	Total	100

b) Allocation of Marks Executive (Lab)

Sl.No	Details	Prescribed Qualification
		Graduation
1	Marks obtained in the SSLC / X Std	15
2	Marks obtained in +2 / Diploma	15
3	Marks obtained in the Prescribed qualification	30 + 30
4	Oral Test	10
	Total	100

4. Qualification in Tamil

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

Explanation : For this purpose a person will be deemed to possess an 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 Tamil Nadu Public Service Commission within 3 years from the date of entry into service.

5. 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) or 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.

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 officers not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar 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 Most Backward Classes/De-notified Communities or Backward Classes as the case may be. 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.

6. 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.

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	Tashildar, 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.

7. 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.

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.) **with all Mark Sheets.**
- (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) Veterinary Registration Certificate / Driving Licence*.
- (vii) 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*
- (viii) A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed*
- (ix) A Certificate as evidence for claim in respect of Ex-servicman*

(x) 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 educational Qualification in Tamil Medium as per G.O.Ms.No.145 P & AR (S) Department dated 30.09.2010**. If no evidence for „Persons studied in Tamil Medium “is available as said, then a certificate from the Head of the Institution as given below must be furnished.

PSTM Certificate
(To be issued only by the Head of Institution)

This is to certify that Thiru/Tmt. (Name)
..... has studied (course Name) (B.A./B.Sc.,
etc.,) during the year to..... in Tamil Medium.

This certificate is issued after verifying the course content / statement of Marks /Transfer Certificate. The candidate has / has not obtained scholarship for having studied in Tamil Medium.

Date:

Place:

Registrar/Principal

Seal of the
Institution