

Thoothukudi District Co-operative Milk Producers' Union Limited, Thoothukudi

APPLICATION FORM										Please affix recent passport size photo here						
Name of the Post																
Advertisement No. and Date		1203/Admin/2020 Date : 31.12.2020														
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 2020 of the year (as 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 Language 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:									

i.	Typewriting English							
j.	Typewriting Tamil							
k.	Shorthand in English							
l.	Shorthand in Tamil							
m.	Others							
24	Details of previous employment if any (Experience)	Name and address of the Institution	Designation	Scale of Pay	From	To		
25	Details of conviction /punishment/Disqualification/ criminal case, disciplinary proceedings etc., if any							
26	Fees Remittance Details	Amount (Rs.)	DD No.	Date	Name of the Bank			
27	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 Thoothukudi Dist Coop Milk Producers Union Ltd., Thoothukudi

Date:

Place:

Signature of the Candidate

Note:

1. Candidates those having prescribed educational qualification only can apply.

Application Posted either by Registered Post or Speed Post only.

2. For MPCs employees should produce Experience Certificate issued by the Board of Milk Producers' Co-operative Society concerned and this certificate should be based on the records of the society along with application.

3. Duly not filled application deemed to be disqualified.

4. Enclose All relevant Mark sheets with Degree Convocation, Degree Certificates and necessary documents, otherwise application deemed to be disqualified.

5. Last date for Receipt of application : 18.01.2021 up to 5.30 pm.

Encl: 1. Self attested Xerox copies of Certificate

2. Demand Draft

3. Self addressed envelope – 3 Nos. (Size 27 x 11 cm)

4. 2 copies of Hall Ticket duly filled in and affixing the passport size Photograph.

5. Self addressed post card.

6. Passport size Photo – 2 Nos.(Should be enclosed along with application)

Thoothukudi District Co-operative Milk Producers' Union Limited, Thoothukudi
Advt.No: 1203/Admin/2020

HALL TICKET

Written test for the post of '2020

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

Signature of the Candidate

Authorised signatory
 with seal (Not below
 the rank of Dy.Manager)

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 2.30p.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.

Thoothukudi District Co-operative Milk Producers' Union Limited, Thoothukudi
ADV.No: 1203/Admin/2020

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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

Signature of the Candidate

Authorised signatory
with seal (Not below the
rank of Dy.Manager)

Important Instructions

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Annexure – I

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

Employment Notification for Milk Producers' Co-operative Society Employees of Thoothukudi District

APPLICATION FOR THE POST OF

Advertisement No. 1203/Admin/2020

To

The General Manager,
Thoothukudi District Co-operative Milk
Producers' Union Limited,
74F, Balavinayagar kovil
Street, 2nd Floor,
Thoothukudi – 628002.

From

Annexure – II

Thoothukudi District Cooperative Milk Producers' Union Ltd., Thoothukudi

EMPLOYMENT NOTIFICATION FOR MILK PRODUCERS' CO - OPERATIVE SOCIETY
EMPLOYEES OF THOOTHUKUDI DISTRICT ONLY.

ADVERTISEMENT NO: 1203/Admin/2020

1. Name of the District Cooperative : Thoothukudi District Co-operative
Milk Producers' Union Limited, Milk Producers' Union Limited,
74 F, Balavinayagar kovil street,
Thoothukudi- 628002.

2. Jurisdiction of the District : Thoothukudi District Co-operative
Milk Producers' Union Limited,
Thoothukudi District.

3. Name of the Post and vacancies to be Filled up and educational qualification
Prescribed :

Details of Posts:

Sl. No	Name of the Post	Pay Scale (in Rs.)	No of Vacancies	Educational Qualifications Prescribed
1	Junior Executive (Office)	Rs.19,500 - 62,000/-	2	1. Must be a Graduate in any discipline. 2. Must have passed in Co-operative training. Exemption for holders of degree in B.A (Coop) or B.Com (Coop) from passing Co-operative training. 3. Must have completed 10 years of service in MPCs. 4. Should have remaining service of minimum 5 years.

1. Age for Recruitment (as on 1st July 2020 of the year)

1. Must have completed 10 years of service in MPCs and should have remaining service of minimum 5 years.

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 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.

6. (A) Selection Procedure – MPCS Employees

1. JUNIOR EXECUTIVE (OFFICE)

S.NO	DETAIL	MAX. MARKS
1	Marks obtained in the prescribed academic qualification	20
2	Experience	20
	10 - 15 years = 10 marks	
	16 - 20 years = 13 marks	
	21 -25 years = 16 marks	
	Above 25 years = 20 marks	
3	Written test	50
4	Oral test	10
TOTAL		100

Annexure – III

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

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, if any. Application should be sent along with filled in Hall ticket and other enclosure listed in the Application. In the Hall ticket the Examination 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 for the written test.

2. 2. Mode of Payment of Examination Fee

The candidates belonging to the OC/MBC/BC will be required to pay application and processing fee of **Rs.250/- (Non-refundable)**. SC/SCA/ST candidates will be required to pay fee of **Rs.100/- (Non-refundable)**.

And the Payment of fee should be made by way of **demand draft only**, drawn in favour of “**The General Manager, Thoothukudi District Co-operative Milk Producers’ Union Limited, Thoothukudi and payable at Thoothukudi.**” Demand draft can be drawn in any one of the Nationalized Banks / Cooperative Banks and examination fees for each post should be remitted separately. Demand drafts obtained earlier to the date of advertisement will not be accepted and any other modes of payment like cheque, postal order and cash will not be accepted.

3. 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.

4. 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 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.

<p>4. Thottia Naicker (including Rajakambalam, Gollavar, sillavar, Thockalavar. Thozhuva Naicker and Erragollar) included in the list of MBC/DC)</p>	<p>Head Quarters Deputy Tahsildar.</p>
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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.

5. 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 son 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.

6. Communication with the Management

- i) Any communication intended for the Management must be made in writing and addressed only to the General Manager, Thoothukudi District Co-operative Milk Producers' Union Ltd., Thoothukudi.
- 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.

- ii) 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.

7. Written Test

There will be a written test for the selection of post(s) of Manager and **below**. In the Hall ticket, the Roll No. need not be filled up by the applicant at the time of submission of application. Hall ticket duly authorized by the authority will be communicated mentioning the Roll No., date, time and venue of the written test.

8. 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.
- i. If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic etc.,
- i. 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 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 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 any, 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.
- (d) Candidates resorting to any malpractices in the examination hall such as
 - i. Copying from another candidate in the examination hall
 - ii. Permitting others to copy from his answer book
 - iii. Copying from unauthorized books or Notes which are printed / type written / written will also lead to debarment of the candidate for such a period as the Management may decide.
- (e) Their admission at all the stages of examination for which they are admitted by the Management viz. (written) Examination and oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification any time before or after the (Written) Examination and 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.

(C) Mobile Phones and Other Articles Banned

- (i). Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Books and rough sheets etc.
- (i). Mobiles phone, or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from participation in future examination.

(iii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones / electronic devices to the venue of the examination, as arrangements for safekeeping cannot be assured.

9. 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.

10. Payment of TA & DA

Candidate is not entitled for travelling allowance and Dearness Allowance.

11. 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.

ENCLOSURES :

1. Self attested Xerox copies of all Certificate as follows :	
i.	Evidence of date of birth (SSLC / HSC / TC)
ii.	Community Certificate from the competent authority (i.e. Life Card)*
iii	Evidence of Educational Qualifications (SSLC / HSC / Degree / PG Degree or Provisional Certificate / CA Inter / ICWA Inter etc.,) with all Mark sheets which is compulsory.
iv.	Evidence of Tamil qualification (viz. SSLC / HSC / Degree Certificate should be compulsory enclosed.
v.	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*
vi.	A Certificate as evidence for claim in respect of Destitute widow / Inter caste marriage / Ex-serviceman / Freedom Fighter / Burma / Ceylon Repatriates / Owners of land acquired by Government / Physically Handicapped exclusively ortho / Orphans for priority.
vii.	Copy of Employment Registration Card
viii.	Self addressed post card

PSTM CERTIFICATE

(To be issued only by the Head of Institution)

This is certify that Thiru/Tmt

(Name) has Studied (course Name)

..... 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