



Annexure – I

APPLICATION FORM

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 st September of the year 2019 (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)										



23	Educational Qualification	Medium of Instruction	Name of the Institution	Year of passing	Total Marks	Marks Secured	%	Grade / Class
d.	Diploma							
e.	Degree (3 Years)							
f.	Diploma in Co.op							
g.	P.G. 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							
24.	Details of Previous employment if any	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							

28. 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 The Coimbatore District Cooperative Milk Producers' Union Limited, Coimbatore.

Date:

Place:

Signature of the Candidate

Encl:

1. Self attested Xerox copies of Certificate
2. Demand Draft Details
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)



Candidate Copy

HALL TICKET

Written test for the post of Private Secretary Grade III - 2019

Roll No. (Will be assigned by the management)	
Name of the Candidate	
Address of the Candidate	
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

- a 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.
- b 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.
- c Written Test will commence from 10.00 A.M. for the Forenoon Session / from 2.30 P.M. for afternoon Session.
- d 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.
- e Candidates are permitted to write the answers with Blue or Black ball point pen only.
- f No mobiles and electronic devices will be allowed inside the examination Hall.
- g 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.
- h No candidate will be allowed to leave the Examination Hall till the time of closure of the written test.
- i Admission to written test will not confer any right of appointment.
- j Please see Additional Information and Instructions to Candidates -1 and 2 in website www.aavinmilk.com.
- k 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.
- l 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.



Office Copy

HALL TICKET

Written test for the post of Private Secretary Grade III - 2019

Roll No. (Will be assigned by the management)	
Name of the Candidate	
Address of the Candidate	
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

- a 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.
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"ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES "

1	Name of the District Cooperative Milk Producers' Union and address	The Coimbatore District Co-op. Producers' Union Ltd., Pachapalayam, Kalampalayam (Post), Coimbatore – 641 010.
2	Jurisdiction of the District Cooperative Milk Producers' Union	Coimbatore District
3	Name of the post and vacancies to be filled up and educational qualification prescribed as follows	

Sl. No	Name of the Post	Pay Band	No of Posts	* * Distribution of Vacancy						
				GT-OC-G-PY	SC-G-PY	MBC-W-NP/DW	BC-OM-W-NP/DW	GT-OC-G-NP	BC-OM-G-NP	SC-W-NP/DW
				(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	<u>Technician (Boilerman)</u> 1. Pass in VIII Std. 2. Must possess Boiler Attendant Certificate Gr.II / Gr.III issued by the Director of Boiler, Chennai to operate boilers as per the norms prescribed by the authority.	PB 1 – Level 8 (19500 - 62000)	1	-	-	-	-	1	-	-
2.	<u>Technician (Electrician)</u> 1. SSLC / X Std. Pass. 2. Must possess ITI in the trade of Electrician with National Trade Certificate and "B" Licence (or) Diploma in Electrical and Electronics Engineering and "C" Licence.		6	1	1	1	1	1	1	-
3.	<u>Heavy Vehicle Driver</u> 1. Must have passed VIII std., or its equivalent. 2. Must be in possession of valid Driving License to drive Heavy Vehicles. 3. Must possess a minimum 3 years experience as Heavy Vehicle Driver.		7	-	1	1	1	2	1	1
4.	<u>Private Secretary Grade III</u> 1. Must possess a degree in any discipline. 2. Must have passed Typewriting English Higher Grade and Tamil Lower Grade & Short hand English higher and Tamil lower Grade.		PB 1 – Level 10 (20600 – 65500)	1	-	-	-	-	1	-

**** Communal Roster Details**

(a)	General Turn – Open Competition – General – Priority*	(f)	SC – General – Non Priority - Destitute Widow
(b)	SC Arunthathiyar – Women – Priority* / Destitute Widow	(g)	BC – Other than Muslim – General - Non Priority
(c)	MBC & DC – General – Priority*	(h)	MBC- De-notified Class – General - Non Priority
(d)	BC - General – Priority*	(i)	Genl. Turn– Open Competition– Genl. – Non Priority
(e)	General Turn – Open Competition – Women – Non Priority – Destitute Widow		
(f)	In case of Non availability of Women candidates men candidate will be considered, wherever applicable.		
(g)	In case of Non availability of Destitute Widow candidates Women candidate will be considered, wherever applicable.		

4. Age for Recruitment (As on 1st September of 2019)

(Please refer Enclosure – 1 Cadre wise)

(i) Minimum Age is 18 Years

(ii) Maximum Age

S.No	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1.	Technician (Boilerman)	35 years	32 years	30 years
2.	Technician (Electrician)	35 years	32 years	30 years
3.	Heavy Vehicle Driver	35 years	32 years	30 years
4.	Private Secretary Grade III	No Age Limit	No Age Limit	30 years

5. Candidates applying for more than one post

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 DD & 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 post applied for should be mentioned on the envelope as indicated below.



Annexure – II

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

APPLICATION FOR THE POST OF

Advertisement No. – 4545/ESTT-1/2019

To

The General Manager ,
The Coimbatore District Cooperative
Milk Producers' Union Limited,
Pachapalayam, Kalampalayam (Post),
Coimbatore – 641 010.

From

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

6. Mode of Payment of Processing Fee

Payment of Rs.250/= (Rupees Two Hundred and Fifty Only) per post should be made by way of demand draft only, drawn in favour of *General Manager, The Coimbatore District Co-operative Milk Producers' Union Limited and payable at Coimbatore*. Demand draft can be drawn in any one of the Nationalized Banks / Cooperative Banks and processing fee 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.

7 (A) Selection Procedure – for the post of Technician (Boilerman) & Technician (Electrician)

(Sl. No. 1 & 2)

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

Allocation of Marks [Technician (Boilerman) & Technician (Electrician)]

S No	Detail	Prescribed qualification
		Less than Graduation
1	Marks obtained in the SSLC/X Std	30
2	Marks obtained in +2/Diploma	-
3	Marks obtained in Graduation	-
4	Marks obtained in the prescribed qualification	50
5	Marks of Higher Qualifications in the same field (related to the post)	10
6	Oral Test	10
	TOTAL	100

(B) Selection Procedure – for the post of Heavy Vehicle Driver (Sl. No. 3)

Selection will be made based on their performance (driving ability test) only, as the prescribed qualification (8th Std.) is below SSLC.

(C) Selection Procedure – For the posts in the Sl. No. 4

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

- a) For written test 85 marks
- b) For oral test 15 marks

Annexure – VI

“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. 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 SSLC 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

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) 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	RDO/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 Tashildar or Head Quarters Deputy Tashildar or Special Deputy Tashildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tashildar and Zonal Deputy Tashildar
4.Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuva Naicker and Errangollar) 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 SSLC 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 Cast, Scheduled Tribes or Most Backward Classes/De-notified Communities or Backwards 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.

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	RDO/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, Dependents of Ex- serviceman, Dependents of Serving Military service personnel's	Assistant Directors, Ex-servicemen Office. For serving, ex-serviceman 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 General Manager, Coimbatore DCMPU Ltd, Coimbatore.
- 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. Written Test

There will be a written test for the selection of the post of Private Secretary Grade III. 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.

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 candidates 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/deparment/disqualification by any recruiting agency, criminal or any disciplinary proceedings 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 Judgment of Acquittals, orders /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 selection 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. 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. 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.
- (ii). Mobiles phones, 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 candidate by the 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 compete 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 traveling 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.



12. 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 Qualification (SSLC/HSC/Diploma/Degree/PG Degree for Provisional Certificate etc.,) with 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) Driving License.
- (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-serviceman*
- (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 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 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