

**ANNEXURE- 1**  
**APPLICATION FORM**

Advertisement No. & date	<b>02 / 2019, dt. .07 .2019</b>
Name of the post	
Mention the communal Rotation without fail	

Please affix recent  
passport size photo  
here

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> July of the 2019 (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 (Priority Certificate to be enclosed)	DW	Inter caste marriage	Ex-serviceman dependents of Ex-serviceman, 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 of 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.Sc., (+2)							
c.	Degree							
d.	Post graduate degree							
e.	CA Inter / ICWA Inter							
f.	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	Mobile No. / Phone No.							
27	<u>Declaration:</u> 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

Encl.:

1. Self attested Xerox copies of Certificate
2. 2 copies of Hall Tickets duly filled in and affixing the Passport size photograph.

THE SALEM DISTRICT CO-OP. MILK  
PRODUCERS' UNION LTD., SALEM

**OFFICE  
COPY**

**HALL TICKET**

Please affix  
recent  
passport size  
photo here

**WRITTEN TEST FOR THE POST OF MANAGER (ACCOUNTS) (2019)**

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)	
<b>Date and time of written test</b>		<b>Venue of the Examination</b>

Signature of the Candidate

Assistant General Manager (Admn)  
Salem District Co-op. Milk  
Producers' Union Ltd., Salem

**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.aavin.com](http://www.aavin.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 CO-OP. MILK  
PRODUCERS' UNION LTD., SALEM

**CANDIDATE  
COPY**

**HALL TICKET**

Please affix  
recent  
passport size  
photo here

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Annexure – II

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

**APPLICATION FOR THE POST OF .....**

**Advertisement No. 02 / 2019**

To

The General Manager ,  
The Salem District Co-op.  
Milk Producers' Union Ltd.,  
Sithanur,  
Dhalavaipatty Post,  
Salem – 636 302

From

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

**Annexure – iii**

**The Salem District Co-op. Milk Producers' Union, Salem**

**“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”**

1. Name of the District Co-op. Milk Producers' Union and address -- The Salem District Co-op. Milk Producers' Union Ltd.,  
Sithanur, Dhalavaipatty Post,  
Salem 636 302
2. Jurisdiction of the District Co-op. Milk Producers' Union -- Salem District
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl. No.	Name of the Post and Qualifications	Scale of Rs.	No. of Posts	Communal Rotation
1	<u>MANAGER (ACCTS)</u> Must possess any Degree with CA Inter / ICWA Inter	Rs.37700 – Rs.119500	1	SC (A) Priority

**4. Age for Recruitment** (as on 1<sup>st</sup> July of the year 2019)

(a) Name of the post - Manager (Accounts)

1	Age limit	SCA	SC	ST	MBC	BC	OC
	MAXIMUM	No age limit					30
	MINIMUM	18	18	18	18	18	18
2	Crucial date for reckoning the age limit - As on 01.07.2019						

Age Relaxation as per Government order.

Relaxation upto 10 years differently abled candidates for all categories.

The Retirement age for all posts is 58 years.

## **5. Application to be sent**

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 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

## **6. Selection Procedure :**

Selection will be based on the marks obtained by the candidate in the written test and oral test for the post of Manager (Accounts).

- |                      |    |          |
|----------------------|----|----------|
| (a) For written test | .. | 85 marks |
| (b) For Oral test    | .. | 15 marks |

## **7. 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.



## **8. 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

### **9. 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 daughters)	Tahsildar
5	Burma / Ceylon Repatriates	Tahsildar
6.	Owners of land acquired by Government	Tahsildar Based on G.O.No.188, P&AR, dt.28.12.1976
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.*

## **10. 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. Candidates furnishing false particulars in the matter of qualification  
(i) or the nature of pass in various subjects, experience gained, their religion or community etc
- b.  
(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.

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

Candidate is not entitled for travelling allowance and Dearness Allowance.

### **12. 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