

**THE THOOTHUKUDI DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD..
74F Bala vinayagar kovil street(2nd floor), Thoothukudi-2**

APPLICATION FORM

Post applied for	
Advertisement No. & Date	1203/Admn/2020 dt:11.11.2020
Mention the communal rotation roster 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 01.07.2020 (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 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:	Pincode:											

18	Permanent Address											
	Door No:			Street Name:								
	City / Village:			District:								
	State:			Pincode.								
19	Community 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 relevant box (Priority certificate to be enclosed)	D W	Inter caste marriage	Ex- Servicem an dependen ts of Ex- Servicema n, dependan ts of serving Army Person nels'	Freedo m Fighter and Thiyagi for Tamil langua ge	Burma / Ceylo n Repatr iate	Owner of the land acquire d by Govt.	Physical ly Handica pped exclusiv ely Ortho	Orpha ns	Not Applica ble		
a.	Certificate No.											
b.	Date of Issue	Dat e			Month			Year				
c.	Issuing Authority											
d.	Name of the District											
e.	Name of the Taulk											
23	Educational Qualification	Medium of Instrukti on	Name of the Instituti on	Year of Passing	Total Marks	Marks Secured	%	Grade / Class				
a.	S.S.L.C											
b.	H.S.C (+2)											
c.	Degree (3 Years)											
d.	Diploma in Co.op. Training.											
e.	Post Graduate Degree											
f.	CA inter/ICWA inter											
g.	B.E/B.Tech											

i.	PG Diploma						
j.	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	Fee Details	DD No.	Date	Name of the Bank & Branch			
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 TDCMPU Ltd., Thoothukudi

Date:

Signature of the Candidate

Place:

- Encl: 1. Self attested xerox copies of Certificates
2. Hall Tickets (2 Nos.) - Duly filled and paste passport size photos.
3. Demand Draft (DD) drawn in favour of "General Manager, T.D.C.M.P.U. Ltd.," payable at Thoothukudi.
4. Self Addressed envelope - 3 Nos. (Size 27 x 11 cm)
5. Photos - 3

Candidate copy

THE THOOTHUKUDI DISTRICT CO.OPERATIVE MILK PRODUCERS' UNION LTD.,
74F Bala vinayagar kovil street(2nd floor), Thoothukudi-2

HALL TICKET

WRITTEN TEST FOR THE POST OF _____ 2020

Please affix recent
Passport
Size Photo here.

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)

Date and time of written test	Venue of the Examination
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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 candidates 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.

Office copy

THE THOOTHUKUDI DISTRICT CO.OPERATIVE MILK PRODUCERS' UNION LTD.,
74F Bala vinayagar kovil street(2nd floor), Thoothukudi-2

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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.1203/Admn/2020

To

The General Manager,
Thoothukudi District Cooperative milk
producers' Union limited.,
74F,Bala vinayagar kovil street(2nd floor),
Thoothukudi-628002

From

.....

.....

.....

Annexure – iii

The Thoothukudi District Co-op. Milk Producers' Union, Thoothukudi

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1.	Name of the District Co-op. Milk Producers' Union and address	-- The Thoothukudi District Co-op. Milk Producers' Union Ltd., 74F, Balavinayagar kovil street, Thoothukudi -628 002
2.	Jurisdiction of the District Co-op. Milk Producers' Union	-- Thoothukudi District
3.	Name of the post and vacancies to be filled up and educational qualification prescribed	

Sl.No	Name of the post	Scale of pay	No. of Posts	Distribution Vacancies/ communal turn	Qualification
1	Manager (Accts)/ (Finance)	Rs.37700- Rs.119500	1	GT(NP)	Must possess any Degree with CA inter / ICWA inter.
2	Manager (Marketing)	Rs.37700- Rs.119500	1	GT(NP)	Must possess any Degree and MBA from a recognized University / Institution (or) any degree and 2 years Post Graduate Diploma from a recognized University / Institution
3	Manager (Admin)	Rs.37700- Rs.119500	1	GT(NP)	Must Possess any degree with MBA from a recognized University / Institution or any degree with 2years Post Graduate Diploma from a recognized University / Institution.
4	Manager(Engg)	Rs.37700- Rs.119500	1	GT(NP)	Must possess a Degree in Electrical & Electronics/ Electronics & Instrumentation/ Electrical & Instrumentation /Electronics and Communication / Automobile / Mechanical Engineering from a recognized University.
5	Deputy Manager (Dairying)	Rs.35900- Rs.113500	1	GT(P)	Must possess Degree with IDD / NDD or Post Graduate Degree in Dairy Science / Dairying or B. Tech. in food Technology / Dairy Technology / food processing from any approved institutions.

6	Executive (System)	Rs.20000- Rs.63600	1	GT(NP)	Must possess Bachelor Degree in Engineering (Information Technology) / (Computer Science) / Master of Computer Applications from a recognized University.
7	Executive (Office)	Rs.20600- Rs.65500	2	GT(P)/ SC(A)(W)(DW) - P	Must possess Post Graduate Degree and Pass in Cooperative Training as detailed in Rc. No. 51928/2013/SF2 dated 18.07.2013 of the Registrar of Cooperative societies, Chennai. Exemption for holders of degree in B.A (Co.op) or B.Com (Co.op) from passing Cooperative training.
8	Junior Executive (Office)	Rs.19500 - Rs.62000	2	GT(P)/ SC(A)(W)(DW) -P	1) Must be a Graduate in any discipline. 2) Must have passed in Cooperative Training as detailed in Rc. No. 51928/2013/SF2 dated 18.07.2013 of the Registrar of Cooperative societies, Chennai. Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Coop Training

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

Sl.No.	Name of the Post	SC/SCA/S T	MBC/DNC/B C	OC
1.	Manager (Accounts)	No age limit	No age limit	30 years
2.	Manager (Engineering)	No age limit	No age limit	30 years
3.	Manager (Admn)	No age limit	No age limit	30 years
4.	Manager (Marketing)	No age limit	No age limit	30 years
5.	Deputy Manager (Dairying)	No age limit	No age limit	30 years
6.	Executive (System)	No age limit	No age limit	30 years
7.	Executive (Office)	No age limit	No age limit	30 years
8.	Junior Executive(Office)	No age limit	No age limit	30 years

Age Relaxation as per Government order. Relaxation upto 10 years differently abled candidates for all categories.

The Retirement age for all posts is 59 years.

5.Application to be sent

If a candidate is eligible for more than one post he/she should **sent 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 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 above posts

- (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 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.

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.

Sl. No	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:

(A) 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 for written test.

(B) 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.
- Employment in Government or Local Bodies, Public Corporations etc.
 - Information regarding arrest, convictions/ debarment/ Disqualification by any recruiting agency, criminal or any disciplinary proceeding initiated or finalised, 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) 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.
- 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.

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 expense.

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 :s

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