

**Annexure – IV**

**APPLICATION FORM**  
(for the posts of Manager and above)

Please affix recent  
passport size  
photo here

<b>Post applied for</b>	
<b>Advertisement No. and Date</b>	

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> Jan /1 <sup>st</sup> 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)		<b>OC</b>	<b>BC</b>	<b>MBC</b>	<b>SC</b>	<b>SC(A)</b>	<b>ST</b>	<b>DNC</b>		
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?										
	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 Handicapped 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.op.							
g.	Post Graduate Degree							
h.	M. Phil							
i.	Ph. D							
j.	PG Diploma							
k.	Others							
24.	Details of Previous employment if any	Name and address of the Institution	Designation	Salary drawn		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 TCMPF Ltd / DCMPU.

Date:

Place:

Signature of the Candidate

**Encl :**

1. Self attested xerox copies of Certificates
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)

**Candidate Copy**

TAMIL NADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED

**HALL TICKET**

**WRITTEN TEST FOR THE POST OF .....- ..... '2016**

- 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
..... FN / AN	

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](http://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.

## TAMIL NADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED

**HALL TICKET****WRITTEN TEST FOR THE POST OF .....- ..... '2016**

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
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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))
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Annexure – IV

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

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

**Advertisement No. - .....’2016**

To

The Managing Director,  
TCMPF,  
Aavin Illam, Chennai – 600 051

From

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## Annexure – V

### Tamil Nadu Cooperative Milk Producers' Federation Limited

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

1. Name and address : The Tamilnadu Co-operative Milk Producers' Federation Limited, Aavin Illam, Madhavaram Milk Colony, Chennai 600 051.
2. Jurisdiction of the Federation : Chennai, NJ&SF Ooty and Tiruvannamalai
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl. No.	Name of the post	Pay scale	No of vacancies	Educational Qualification prescribed	Place of vacancy
1	Manager (Admin)	Rs.9300-34800+GP5100	3	Must possess any degree with M.B.A., with specialization in Human Resources and Industrial Relations or any degree with 2 years Post Graduate Diploma in Personnel Management and Industrial Relations.	Chennai
2	Manager (Engineering)	Rs.9300-34800+GP4700	3	Must possess a Degree in Electrical/Electronics and communication/Instrumentation / Automobile / Mechanical Engineering from a recognized university	Chennai
3	Manager (Veterinary)	Rs.9300-34800+GP4700	2	Must possess a Degree in Veterinary science from a recognized university	NJ&SF Ooty
4	Deputy Manager (Dairying)	Rs.9300-34800+GP4400	3	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.	1 vacancy at Chennai and 2 vacancies at T.V.Malai
5	Deputy Manager (System)	Rs.9300-34800+GP4400	3	Must possess Bachelor Degree in Engineering (Information Technology) / (Computer Science) / Master of Computer Applications from a recognized university.	Chennai
6	Executive (Office)	Rs.5200-20200+GP2800	13	Must possess Post Graduate Degree and Diploma in Co-operative Management.	Chennai
7	Private Secretary Grade III	Rs.5200-20200+GP2800	10	1)Must possess a Degree in any discipline 2) Must have passed Typewriting English Higher Grade and Tamil Lower Grade and Shorthand English Higher Grade and Tamil Lower Grade.	9 vacancies at Chennai and 1 vacancy at T.V.Malai

8	Junior Executive (Office)	Rs.5200-20200+GP2400	4	1.Must be a Graduate in any discipline 2. Must possess a Diploma in Co-operative Management	Chennai
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4. Age for recruitment (as on 01.01.2016)

(i) Minimum age: 18 years

(ii) Maximum age: No age limit for SC, ST, BC and MBC candidates.  
for others : 30 years

Relaxation upto 10 years for Differently abled candidates for all categories

If a candidate is eligible for more than one post mentioned above, 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 and time mentioned in the advertisement. Management will not be responsible for postal delay if any. The envelope containing the application should be mentioned with the post to which the application relates.

**The application and processing fee (only in respect of the post of Managers) at the rate of Rs.250/- should be sent through DD drawn in favour of “The Managing Director, TCMPF Ltd., Chennai – 51” along with the application (Candidates belonging to SC&ST community are exempted from the payment of application and processing fee).**

**for Managing Director  
TCMPF Ltd.,**