



THE DHARMAPURI DISTRICT COOPERATIVE MILK PRODUCERS UNION LTD.,  
KRISHNAGIRI 636 302

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EMPLOYMENT NOTIFICATION FOR MILK PRODUCERS COOPERATIVE SOCIETIES EMPLOYEES ONLY

ADVERTISEMENT NO : 01/2018

DATE : 05.12.2018

The Dharmapuri District Co-operative Milk Producers Union Ltd familiarly known by its brand name 'aavin' invites applications in the prescribed format from the applicants for the following posts on regular basis as detailed below.

1. Details of Post

S. No.	Name of the Post	Required Qualification	Pay Scale	No. of Posts
1	Extension Officer Grade II	Must be a graduate in any discipline and have passed in Cooperative Training and completion of 10 years of service in MPCS (or) a. A Pass in 10 <sup>th</sup> Std / SSLC exam or its equivalent and have passed in Cooperative Training with 15 years experience in MPCS. b. Exemption for holders of degree in B.A (Co-op) or B.Com(Co-op) from passing co-operative Training. Should have remaining service of minimum 5 years	20600-65500 (Level 10)	4
2	Junior Executive (Office)	a. Must be a graduate in any discipline. b. Must have passed in Cooperative Training. Exemption for holders of degree in B.A (Co-op) or B.Com (Co-op) from passing Co-operative Training. c. Must have completed 10 years of service in MPCS Should have remaining service of minimum 5 years	19500-62000 (Level 8)	1
3	Technician (Lab)	a. A Pass in 10 <sup>th</sup> Std / SSLC exam or its equivalent . b. Must possess 2 years diploma in Lab Technician issued by the Government / Government approved institutions. c. 10 years experience in MPCS Should have remaining service of minimum 5 years	19500-62000 (Level 8)	1
4	Technician (Operation)	a. Must be a holder of ITI certificate in trade of Refrigerator & Air conditioning/Fitter/ Dairy Mechanic / Electrician / Wireman / Instrumentation with MTC (or) Diploma in Mechanical / Electrical and Electronics /Instrumentation and Control Engineering. b. 5 years experience in MPCS Should have remaining service of minimum 5 years	19500-62000 (Level 8)	3

2. Candidates now working in Co-operative Milk Producers' Societies in the area of operation of the Dharmapuri District Co-operative Milk Producers Union Ltd, Krishnagiri( ie. In Dharmapuri District & Krishnagiri District) only can apply for the post earmarked and others need not apply.

The eligible employees of the Primary milk producer's co-operative societies ranging from Vendor to Secretary and from daily wages to consolidated pay etc., are eligible to apply.

Application Format and other details such as qualifications prescribed for the post, age and other details and mode of selection are available in Web site [www.aavinmilk.com](http://www.aavinmilk.com) The filled in application, complete in all aspects along with xerox copies of required documents should be sent to "The General Manager, The Dharmapuri District Cooperative Milk Producers Union Ltd, Krishnagiri-635002" either by Registered Post or by Speed Post on or before the Last Date.

3. Last date for receipt of application: 31.12.2018 up to 5.30 p.m

General Manager  
The Dharmapuri District Cooperative  
Milk Producers Union Ltd Krishnagiri

**THE DHARMAPURI COOPERATIVE MILK PRODUCERS' UNION LTD, KRISHNAGIRI**

**ANNEXURE - I**

**Application Form For The Employees Of Milk  
Co-Operative Societies In Dharmapuri And Krishnagiri District**

**விண்ணப்ப படிவம்**

(தருமபுரி மற்றும் கிருஷ்ணகிரி மாவட்டத்தின் பால் உற்பத்தியாளர்கள் கூட்டுறவு சங்கத்தில் பணிபுரியும் பணியாளர்கள் மட்டும்)

Please affix  
recent  
Passport  
Size Photo  
here.

<b>Post applied for</b>	
<b>Advertisement No. and Date</b>	
<b>Name of the MPCS</b>	

1	Name of the Candidate ( in Block Letters)				
2	Gender (√ in relevant Box)	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
3	Date of Birth	Date	<input type="text"/>	Month	<input type="text"/>
			<input type="text"/>	Year	<input type="text"/>
4	Age as on 1 <sup>st</sup> JULY 2018 of the year (in completed years)				
5	Father's Name				
6	Mother's Name				
7	Marital Status ( Tick in relevant Box)	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried		
8	Spouse name / Husband / Wife				
9	If applicant is Female	<input type="checkbox"/> Widow	<input type="checkbox"/> Destitute Widow	<input type="checkbox"/> Others	Specify _____
10	Place of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Native District and State				
12	If other than T.N. Specify the name if the state				
13	Mother Tongue				
14	Other Language Known				
15	Nationality ( Tick in relevant Box)	<input type="checkbox"/> Indian	<input type="checkbox"/> Others		
16	Religion (Please specify)				
17	Address for Communication				
	Door No.			Street Name	
	City / Village			District	
	State			Pine Code	

18	Permanent Address						
	Door No.		Street Name				
	City / Village		District				
	State		Pine Code				
19	Communal Category ( Please Tick in relevant Box)	<input type="checkbox"/> OC	<input type="checkbox"/> BC	<input type="checkbox"/> BC(M)	<input type="checkbox"/> MBC	<input type="checkbox"/> SC	<input type="checkbox"/> SC(A)
		<input type="checkbox"/> ST	<input type="checkbox"/> DNC				
20	Name of the Sub Caste						
a	Community Certificate No.						
b	Date of issue						
c	Issuing Authority						
d	Name of the Taluk						
e	Name of the District						
21	Are you a Differently Abled Person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
	If Yes, Please specify						
22	Whether coming under priority? If yes, tick the relevant box	<input type="checkbox"/> DW	<input type="checkbox"/> Inter caste marriage				
		<input type="checkbox"/> EX-serviceman dependents of serving Army personnel's					
		<input type="checkbox"/> Freedom fighter and Thiyagis for Tamil Language	<input type="checkbox"/> Burma / Ceylon Repatriate				
		<input type="checkbox"/> Owner of the land acquired	<input type="checkbox"/> Physically handicapped exclusively				
		<input type="checkbox"/> Orphans	<input type="checkbox"/> Not applicable				
a	Certificate No.						
b	Date of issue						
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	% of Marks	Grade/ Class										
a	S.S.L.C																	
b	H.S.C ( +2)																	
c	ITI (2 years)																	
d	2 years Diploma in Lab Technician																	
e	Degree ( 3 years)																	
f	Diploma in Co-operation																	
g	Post Graduate Degree																	
h	M. Phil																	
i	Ph.D																	
j	P.G. 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 proceeding etc. if any																	
26	Phone No.								Cell 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 Dharmapuri District Co-operative Milk Producers Union Ltd., Krishnagiri.

Signature of the Candidate.

Date :

Place :

Encl:

- 1) SSLC Certificate
- 2) HSCC Certificate
- 3) Diploma in Co-operation Certificate
- 4) Degree Certificate
- 5) 2 Years Diploma in Lab Technician.
- 6) ITI Certificate in Trade Concerned
- 7) All Mark Sheets
- 8) Community certificate from the competent authority ( i.e. Life card)
- 9) The employee should produce experience certificate (s) issued by the Board of the Milk Producers Co-operative Society concerned. The certificate should be based on the records of the society.
- 10) Any other relevant documents.

**ANNEXURE - II**

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

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_

To

The General Manager,  
Dharmapuri District Co-operative Milk  
Producers' Union Ltd,  
Kanakamutlu (PO)  
Krishnagiri-635002.

From

THE DHARMAPURI DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD, KRISHNAGIRI.

**HALL TICKET**

WRITING TEST FOR THE POST OF \_\_\_\_\_

1. Roll No.  
(will be assigned by the Management)
2. Name of the Candidate
3. Address of the Candidate.

Please affix  
recent  
Passport Size  
Photo here.

4. Written test ( to be filled by the Management)

Date and time of written test	Venue of the Examination
-------------------------------	--------------------------

Signature of the Candidate

Authorized 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 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.

THE DHARMAPURI DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD, KRISHNAGIRI.

**HALL TICKET**

WRITING TEST FOR THE POST OF \_\_\_\_\_

1. Roll No.  
(will be assigned by the Management)
2. Name of the Candidate
3. Address of the Candidate.

Please affix  
recent  
Passport Size  
Photo here.

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

Authorized Signatory with seal  
[Not below the rank of DM(O)]

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## ANNEXURE –III

### THE DHARMAPURI DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD, KRISHNAGIRI. “ ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

**1.Name of the District Co. operative Milk Producers' Union and Address.** : The Dharmapuri District Co-operative Milk Producers' Union Ltd,  
Kannakamutlu (PO)  
Krishnagiri.

**2.Jurisdiction of the District Co-operative Milk Producers' Union.** : Krishnagiri and Dharmapuri Districts.

**3. Name of the posts and vacancies to the be filled up and educational qualification prescribed.**

S. No.	Name of the Post	Required Qualification	Pay Scale	No. of Posts
1	Extension Officer Grade II	<p><b>Recruitment from MPCS</b> Must be a graduate in any discipline and have passed in Cooperative Training and completion of 10 years of service in MPCS</p> <p style="text-align: center;">(or)</p> <p>a. A Pass in 10<sup>th</sup> Std / SSLC exam or its equivalent and have passed in Cooperative Training with 15 years experience in MPCS. Exemption for holders of degree in B.A (Co-op) or B.Com (Co-op) from passing Co-operative Training.</p> <p><b>Should have remaining service of minimum 5 years</b></p>	20600-65500 (Level 10)	4
2	Junior Executive (Office)	<p><b>Recruitment from MPCS</b></p> <p>a. Must be a graduate in any discipline. b. Must have passed in Cooperative Training. Exemption for holders of degree in B.A (Co-op) or B.Com (Co-op) from passing Co-operative Training. c. Must have completed 10 years of service in MPCS</p> <p><b>Should have remaining service of minimum 5 years</b></p>	19500-62000 (Level 8)	1
3	Technician (Lab)	<p><b>Recruitment from MPCS</b></p> <p>a. A Pass in 10<sup>th</sup> Std / SSLC exam or its equivalent . b. Must possess 2 years diploma in Lab Technician issued by the Government / Government approved institutions. c. 10 years experience in MPCS</p> <p><b>Should have remaining service of minimum 5 years</b></p>	19500-62000 (Level 8)	1
4	Technician (Operation)	<p><b>2. Recruitment from MPCS</b></p> <p>a. Must be a holder of ITI certificate in trade of Refrigerator &amp; Air conditioning/Fitter/ Dairy Mechanic / Electrician / Wireman / Instrumentation with MTC (or) Diploma in Mechanical / Electrical and Electronics /Instrumentation and Control Engineering. b. 5 years experience in MPCS</p> <p><b>Should have remaining service of minimum 5 years</b></p>	19500-62000 (Level 8)	3

#### 4. No. of application to be sent:

If the candidate applies for more than one post, He / She should **send separate applications for each post**. The filed 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.

#### 5. Selection Procedure – For the posts below Manager Cadre

Selection will be made based on the marks obtained by the candidates in the academic qualification and oral test as follows:

##### Allocation of marks

##### 1. Extension Office Grade II

S.No	Detail	Max. Marks
1	Marks obtained in the prescribed academic qualification	20
2	<b>Experience</b> 10-15 Years - 10 Marks 16-20 Years - 13 Marks 21-25 Years - 16 Marks Above 25 Years - 20 Marks	20
3	Written Test	50
4	Oral Test	10
	<b>Total</b>	<b>100</b>

##### 2. Junior Executive(Office)

S.No	Detail	Max. Marks
1	Marks obtained in the prescribed academic qualification	20
2	<b>Experience</b> 10-15 Years - 10 Marks 16-20 Years - 13 Marks 21-25 Years - 16 Marks Above 25 Years - 20 Marks	20
3	Written Test	50
4	Oral Test	10
	<b>Total</b>	<b>100</b>

### 3. Junior Executive(Lab)

S.No	Detail	Max. Marks
1	Marks obtained in the prescribed academic qualification	20
2	<b>Experience</b> 10-15 Years - 10 Marks 16-20 Years - 13 Marks 21-25 Years - 16 Marks Above 25 Years - 20 Marks	20
3	Written Test	50
4	Oral Test	10
	<b>Total</b>	<b>100</b>

### 4. Technician (Operation)

Sl. No	Details	Max. marks	Marks scored as per mark list		Scores that can be given	
			Attempt I	more than 1 Attempt	I (1,0)	II (0.9)
1	Marks obtained in the SSLC / X Std	30	100%	100%	30.00	27.00
			90%	90%	27.00	24.30
			84.%	84.%	25.20	22.68
			58%	58%	17.40	15.66
			40%	40%	12.00	10.80
2	Marks obtained in the prescribed qualification	50	100%	100%	50.00	45.00
			90%	90%	45.00	40.00
			84.%	84.%	42.00	37.80
			58%	58%	29.00	26.10
			40%	40%	20.00	18.00
3	Marks of Higher Qualifications in the same field	10	100%	100%	10.00	09.00
			90%	90%	09.00	08.10
			84.%	84.%	08.40	07.50
			58%	58%	05.80	05.20
			40%	40%	04.00	03.60
4	Oral Test	10				
	<b>Total</b>	<b>100</b>				

### 6. 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) (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 / 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 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.

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

Candidate is not entitled for travelling allowance and Dearness Allowance.

#### **8. 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.

#### **9. List of Documents to be sent with the application without any omission (\*If applicable) :**

##### **ENCLOSURES:**

- (i) SSLC Certificate
- (ii) HSC Certificate

- (iii)** Diploma in Co-operative Certificate.
- (iv)** Degree Certificate
- (v)** 2 Years Diploma in Lab Technician
- (vi)** ITI Certificate in Refrigeration & Air conditioning Mechanic with NTC
- (vii)** ITI Certificate in Trade concerned
- (vii)** All Mark Sheets
- (viii)** Community certificate from the competent authority(i.e. Life Card)
- (ix)** The employee should produce Experience certificate(s) issued by the Board of the Milk Producers Co-operative Society concerned. The Certificate should be based on the records of the society.
- (x)** Any other relevant documents.