

**Annexure - III**  
**APPLICATION FORM**  
(For the posts below Manager Cadre)

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 complete 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:					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)										
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.	Typing Tamil							
l.	Shorthand in Tamil							
m.	Shorthand in English							
n.	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. 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 Kanyakumari District Cooperative Milk Producers Union Ltd. Nagercoil.

Date:

Place:

Signature of the Candidate

- Encl: 1. Self attested Xerox copies of Certificate  
2. Self Addressed Envelope – 3 Nos. (Size 27 X 11 cm)  
3. Self addressed post card.

Annexure – III (a)

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

APPLICATION FOR THE POST OF .....

Advertisement No. 07/2017

To

The General Manager,  
Kanyakumari District Co-operative  
Milk Producers' Union Limited,  
K.P.Road, Nagercoil,  
Kanyakumari District – 629 003.

From

.....

.....

.....

**THE KANYAKUMARI DISTRICT COOPERATIVE MILK PRODUCER'S UNION LTD.,**  
**NAGERCOIL**

**“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-1”**

1. Name of the District Cooperative : Kanyakumari District Co-operative  
Milk Producers' Union Limited, Milk Producers' Union Limited,  
K.P.Road, Nagercoil,  
Kanyakumari District – 629 003.
2. Jurisdiction of the District Cooperative : Kanyakumari District  
Milk Producers Union
3. Name of the Post and vacancies to be Filled  
up and educational qualification Prescribed :

Sl. No	Name of the Post	Scale of Pay	Vacancy	Educational Qualification prescribed
1.	Executive (Office)	Rs.5200-20200 + Grade Pay Rs.2800/-	GT (Priority) – 1	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) / B.Com (Co.op) from passing cooperative training.
2.	Senior Factory Assistant	Rs.4800-10000 + Grade Pay Rs.1300/-	GT (Priority) – 1 SC(A) Women DW – 1 MBC & DNC Priority – 1 BC (Priority) – 1 GT Women DW – 1 SC Priority – 1 MBC & DNC Women DW – 1 BC Women DW – 1	Must have passed +2 (or) Must possess ITI in any trade

#### 4. Age for Recruitment (as on 1<sup>st</sup> July 2017 of the year)

(Please refer Enclosure -1 cadre wise)

- i) Minimum age is 18 years
- ii) Maximum age

Sl. No	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1.	Executive (Office)	No Age Limit	No Age Limit	30 Years
2.	Senior Factory Assistants	35 Years	32 Years	30 Years

Relaxation up to 10 years for differently abled candidates for all categories

#### 5. No. of application to be sent

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 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.

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

APPLICATION FOR THE POST OF .....
Advertisement No: 07/2017
To
The General Manager, Kanyakumari District Co-operative Milk Producers' Union Limited, K.P.Road, Nagercoil, Kanyakumari District - 629 003
From
..... ..... .....

**6. (A) Selection Procedure**

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

**Executive (Office)**

- |                               |          |
|-------------------------------|----------|
| a) For academic qualification | 90 marks |
| b) For Oral test              | 10 marks |

(Separate letter should be sent for the oral test in the ratio of 1:10 communal roster wise)

**Senior Factory Assistants**

**a. Candidates having qualification in +2**

Marks obtained in the SSLC/X Std	40 Marks
Marks Obtained in +2	60 Marks
<b>Total</b>	<b>100 Marks</b>

**b. Candidates having qualification of ITI**

Marks obtained in the SSLC/X Std	40 Marks
Marks Obtained in ITI	60 Marks
<b>Total</b>	<b>100 Marks</b>

### Allocation of Marks

Sl.No.	Detail	Prescribed Qualification
		Post Graduation
1.	Marks obtained in the SSLC / X std	15
2.	Marks obtained in +2 / Diploma	15
3.	Marks obtained in graduation	20
4.	Marks obtained in the prescribed qualification	40
5.	Marks of Higher Qualifications in the same field (related to the post)	-
6.	Oral Test	10
	Total	100



## **“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-2”**

### **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 and adequate knowledge in Tamil.

**Explanation:** For this purpose a person will be deemed to possess and 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 Tamilnadu 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 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 Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tashildar 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 Backward Classes/De-notified Communities or Backward Classes as the case maybe. 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.

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 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, Kanyakumari District Co-operative Milk Producers' Union Ltd., Nagercoil-3.
- 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. 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.

### **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 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
  - (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 nay other authority, will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for 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 the 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. 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 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 compete for the appointment must be prepared to appear when summoned before the Management at the place notified at their own expenses.

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

Candidate is not entitled for Travelling Allowance and Dearness Allowance.

## 9. 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.

## 10. 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 Qualifications (SSLC / HSC / Diploma / Degree / PG degree or Provisional certificate etc.)
- (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) Veterinary Registration Certificate / Driving Licence\*.
- (vii) 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\*.
- (viii) A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed\*.
- (ix) A certificate as evidence for claim in respect of Ex-sericeman\*.
- (x) **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 education in Tamil Medium as per G.O.Ms.No.145 P & AR (S) Department dated 30.09.2010. If no evidence for 'Person 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 to certify that Thiru/Tmt. .... (name)  
..... has studies (course Name) .....  
..... (B.A./B.Sc., etc.,) 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