

**THE KANCHEEPURAM - THIRUVALLUR DISTRICT COOPERATIVE MILK
PRODUCERS' UNION LTD., AYANAVARAM, CHENNAI - 23.**

APPLICATION FORM

Post Applied For	
Advertisement No. & Date	

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 01-10-2017 (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 for communication										
	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		DW	inter caste marriage	Ex-Serviceman dependents of Ex-Serviceman, dependants of serving Army personnels	Freedom Fighter and Thiyagi for Tamil language	Burma / Ceylon Repatriate	Owner of the land acquired by Govt.	Physically Handicaped 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 Taulk										
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 (2 Years)							
d.	Diploma							
e.	Degree (3 Years)							
f.	Diploma in Cooperative in Training.							
g.	Post Graduate Degree							
h.	M.Phil							
i.	Ph.D							
j.	PG 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 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 KTDCMPU Ltd.,

Date:

Signature of the Candidate

Place:

- Encl: 1. Self attested xerox copies of Certificates
2. Demand Draft for Rs.250/-
3. Self Addressed envelope - 3 Nos. (Size 27 x 11 cm)
4. Self Addressed Post card
5. Hall Ticket
6. Photos - 3

Format for Envelope for submission of filled in applications

(Please write following on the envelope)

APPLICATION FOR THE POST OF _____

Advertisement Ref.No. 17371/Admin./2017

To

The General Manager
The Kancheepuram - Thiruvallur District
Cooperative Milk Producers' Union Ltd.,
No.55, Guruvappa Street, Ayanavaram,
CHENNAI - 600 023.

From

Candidate copy

THE KANCHEEPURAM - THIRUVALLUR DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD.,
AYANAVARAM, CHENNAI - 23.

HALL TICKET

WRITTEN TEST FOR THE POST _____.....2017

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 FN/AN	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 KANCHEEPURAM - THIRUVALLUR DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD.,
AYANAVARAM, CHENNAI - 23.

HALL TICKET
WRITTEN TEST FOR THE POST _____.....2017

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THE KANCHEEPURAM - THIRUVALLUR DISTRICT COOPERATIVE MILK PRODUCERS' UNION LTD.,
AYANAVARAM, CHENNAI - 23.

“ ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1. Name of the District Cooperative Milk Producers' Union and Address : The Kancheepuram - Thiruvallur DCMPU Ltd., No.55, Guruvappa Street, Ayanavaram, Chennai - 600 023.
2. Jurisdiction of the District Cooperative Milk Producers' Union : Kancheepuram & Thiruvallur Districts.
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	Communal Turn	Educational Qualification prescribed
1.	Technician (Lab)	5200-20200+ GP2400	1	BC (P)	1. Must possess a pass in 10 th / SSLC or its equivalent. 2. Must possess 2 years Diploma in Lab (Technician) issued by the Govt. / Govt. approved institutions. 3. 10 years experience in MPCs. 4. Should have remaining service of minimum 5 years.
2.	Extension Officer Grade II	5200-20200+ GP2400	2	GT (NP) - 1 SC (P)- 1	1. Must be a graduate in any discipline and have passed in Cooperative training and completion of 10 years of service in MPCs (or) 1. A pass in 10 th Std. / SSLC exam or its equivalent and have passed in Cooperative Training with 15 years experience in MPCs. 3. Should have remaining service of minimum 5 years. Exemption for holders of degree in B.A(Co.op) / B.Com (Co.op) from passing Cooperative training.
3.	Junior Executive (Typing)	5200-20200+ GP2400	1	SCA (P) - 1	1. Must be a graduate in any discipline with Typewriting Higher Grade in English and Lower Grade in Tamil. b. Pass in Co-operative Training. Exemption for holders of degree in B.A. (Co.op) / B.Com (Co.op) from passing cooperative training. c. Must have completed 10 years of service in MPCs. d. Should have remaining service of minimum of 5 years.
4.	Junior Executive (Office)	5200-20200+ GP2400	1	MBC(NP)-1	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) / B.Com (Co.op) from passing Co.op. Training. c. Must have completed 10 years of service in MPCs. d. Should have remaining service of minimum of 5 years.

5.	Technician (Plant Operator)	5200-20200+ GP2400	3	SCA (P) -1 MBC (P) -1 BC (P) -1	1. Must be a holder of ITI certificate in trade of Refrigeration & Air-conditioning / Fitter / Dairy Mechanic / Electrician / Wireman / Instrumentation with NTC (or) Diploma in Mechanical / Electrical and Electronics / Instrumentation and Control Engineering. 2. 5 years experience in MPCPS. 3. Should have remaining service of minimum 5 years.
6.	Technician (Refrigeration)	5200-20200+ GP2400	2	MBC (P) - 1 BC (P) - 1	1. Pass in 10 th Std. / SSLC or its equivalent 2. ITI Certificate in Refrigeration & Air-conditioning Mechanic with NTC (or) Diploma in Mechanical Engineering. 3. Must possess 5 years experience in MPCPS. 4. Should have remaining service of minimum 5 years.

- GT (P) => General Turn Priority
GT (NP) => General Turn Non Priority
SCA (P) => Scheduled caste Arunthathiyar Priority
SC (P) => Schedule caste Priority
SC (NP) => Schedule caste Non Priority
MBC (P) => Most Backward Class Priority
MBC (NP) => Most Backward Class Non Priority
BCM (P) => Backward Class Muslim Priority
BC (P) => Backward Class Priority
BC (NP) => Backward Class Non Priority

Types of Priority:

Destitute widow, Ex-serviceman, Dependents of Ex-serviceman, Dependants of Serving Military service personnel's, Inter caste marriage, Freedom Fighter Tamil language only sons and Daughters only, Burma, Ceylon Repatriates, Owners of land acquired by Government, Physically handicapped exclusively ortho, Orphans.

4. No. of application to be sent.

If a candidate is eligible for more than one post mentioned in Serial No.3, 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.

5. Selection Procedure.

- Written Examination - Objective type questions on English knowledge, Test of Reasoning and Quantitative Aptitude, General Knowledge and subject knowledge.
- Oral Test in the form of an interview in respect of candidates who have secured top marks in the written test.

Sl.No.	Details	Marks
1.	Written Test	85
2.	Oral Test	15
3.	Total	100

Written Test:

iii) There will be a written test for the selection of post. In the Hall ticket, the Roll No. need not be filled up by the applicant at the time of submission of applications. Hall ticket duly authorised by the authority will be communicated mentioning the Roll No. date, time and venue of the written test.

6. 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.

7. Disqualification/Debarment

Disqualification:

- a. 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.
- b. If a candidate appeals to examiner in the answer books to value liberally / award more marks / be sympathetic etc.,
- c. If a candidate writes anything unconnected to the question or any irrelevant / impertinent matter.
- d. 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.

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 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 unauthorised 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 fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Management.

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-serviceman.*
- (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 educational Qualification in Tamil Medium as per G.O.Ms.No.145 P & AR (S) Department dated 30.09.2010. If no evidence for „Persons 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 studied (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.