

ANNEXTURE-IV

APPLICATION FORM

Please affix recent
passport size
photo here

Post applied for :
Advertisement No. & Date :

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 st January / 1 st July of the year (as the case may be) in completed years.						
5	Father's Name						
6	Mother's Name						
7	Marital Status	Married			Unmarried		
	(Tick in relevant Box)						
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	Indian			Others		
	(Tick in relevant Box)						
16	Religion(Please specify)						
17	Address for Communication						
	Door No.	Street Name:					
	City/Village:	District:					
	State:	Pin code:					

c.	ITI/Teacher Training (2years)								
d.	Diploma								
e.	Degree (3 years)								
f.	Diploma in cooperation								
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	Fees remittance details	Amount (Rs.)	D.D. No.	Date	Name of the Bank				
27	Mobile No. / Phone No.								

28 **Declaration:**

Date : 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 the Thanjavur District Cooperative Milk Producers' Union Ltd., Thanjavur.

Date:

Place:

Signature of the candidate

Encl:

- 1 Self attested Xerox copies of certificates.
- 2 Demand Draft for OC/BC/MBC & DNC Rs.250/- and SC/SC(A)/ST Rs.100/-.
- 3 Self addressed envelope -3 Nos. (Size 27 x 11cm)
- 4 2 copies of Hall Ticket duly filled in and affixing the passport size photograph.
- 5 Self Addressed postcard.
- 6 Passport size photo -2Nos. (Should be enclosed along with application)

**THANJAVUR DISTRICT COOPERATIVE MILK PRODUCERS' UNION
LIMITED THANJAVUR.
HALL TICKET**

WRITTEN TEST FOR THE POST OF ()'2017

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) : Venue of the Examination



Date and time of written test	
.....FN/ AN	

Signature of the Candidate

Authorised Signatory
with seal

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 10.00a.m. for the Forenoon Session/from 2.30p.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 in web site www.aavinmilk.com, www.aavinthanjavur.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 sub sequent 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.

**THANJAVUR DISTRICT COOPERATIVE MILK PRODUCERS' UNION
LIMITED THANJAVUR.
HALL TICKET**

WRITTEN TEST FOR THE POST OF ()'2017

5. Roll No. : Please affix
recent pass
port size
photo here
(will be assigned by the management)
6. Name of the Candidate :
7. Address of the Candidate :
8. Written Test (to be filled by the management) : Venue of the Examination

Date and time of written test	
.....FN/ AN	

Signature of the Candidate

Authorised Signatory
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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. – 1/ '2017

To

The General Manager
Thanjavur District
Cooperative Milk Producers'
Union Ltd., Nanjikkottai
Road, Thanjavur 613 006.
Tamil Nadu

From

.....

.....

ANNEXURE – III
THE THANJAVUR DISTRICT COOPERATIVE MILK
PRODUCERS' UNION LTD., THANJAVUR.

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1	Name of the Milk Producers' Union	Thanjavur District Cooperative Milk Producers' Union Ltd., Nanjikkottai Road, Thanjavur -613 006.
2	Jurisdiction of the District Cooperative Milk Producers' Union	Thanjavur, Thiruvarur and Nagapattinam Districts
3	Name of the post and vacancies to be filled up and educational qualification prescribed.	As follows.

S. No	Name of the Post	No. of Post	Pay Scale Rs.	Communal Rotation	Educational Qualification Prescribed
1	Manager (Engg)	1	9300-34800 + G. P.5100	GT-OC	Must possess a Bachelor Degree in Electrical and Electronics / Electronics and Instrumentation / Electrical and instrumentation / Electronics and Communication / Automobile / Mechanical Engineering from recognized University.
2	Dy. Manager (Dairying)	2	9300-34800 + G.P..4400	SC(A) - WDW Priority-1 MBC/ DNC Priority-1	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.
3	Private Secretary	1	5200-20200 + G. P.2800	GT-OC	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 & Tamil Lower Grade.
4	Extension Officer Grade-2	2	5200-20200 + G.P 2400	SC(A) - WDW Priority-1 MBC/ DNC Priority-1	1. Must be a graduate in any discipline 2. Must have passed in Co-operative Training Exemption for holders of degree in B.A.(Co-op)/ B.Com (Co-op) from passing Cooperative training.
5	Executive (Office)	2	5200-20200 + G.P.2800	GT-Priority -1 SC(A) WDW Priority - 1	Must possess Post Graduate degree and pass in Cooperative Training as detailed in Rc.No. 51928/ 2013/SF2, Dt:18.07.2013 of the Registrar of Cooperatives Societies, Chennai. Exemption for holder of Degree in B.A(Co.op) or B.Com (Co.op) from passing Cooperative Training.

S. No	Name of the Post	No. of Post	Pay Scale Rs.	Communal Rotation	Educational Qualification Prescribed
6	Jr. Executive (Office)	1	5200-20200 + G.P.2400	SC- A(WDW) (P)-1	Must be a Graduate in any discipline and pass in Cooperative Training as detailed in Rc.No.51928/ 2013/SF2, Dt:18.07.2013 of the Registrar of Cooperatives Societies, Chennai. Exemption for holder of degree in B.A(Co-op)/B.Com (Co-op) from passing Cooepeprative training
7	Light Vehicle Driver	5	5200-20200 + G. P.2400	SC(A) - WDW Priority-1 MBC/ DNC Priority-1 BC Priority Other than BC Muslims-1 SC priority -1 GT Non priority WDW-1	1. Must have Passed 8 th std. 2. Must be in possession of a valid driving license to drive light vehicle with valid batch certificate. 3. Must have minimum 3 years experience as LVD.
8	Technician (Electrical)	1	5200-20200 + G.P.2400	GT-Priority -1	1. S.S.L.C/ X Std pass. 2. Must posses ITI in the Trade of Electrician with National Trade Certificate and Lineman/Wireman ("B" license) or Diploma in Electrical and Electronics Engg and "C" license.
9	Technician (Boiler)	1	5200-20200 + G.P.2400	SC(A) - WDW Priority-1	1. Pass in VIII Std. 2. Must posses Boiler Attendant certificate Gr.II/ Gr.III issued by the Director of boiler, Chennai to operate boilers as per the norms prescribed by the authority.
10	Technician (Refrigeration)	1	5200-20200 + G.P.2400	SC(A) - WDW Priority-1	1. Pass in S.S.L.C or its equivalent. 2. ITI certificate in Refrigeration and Air-Conditioner Mechanic with NTC (or) Diploma in Mechanical Engg.

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

i) Minimum age : 18

ii) Maximum age : As listed below

S. No	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1	Manager (Engg)	No age limit	No age limit	30 Years
2	Dy. Manager (Dairying)	No age limit	No age limit	30 Years
3	Private Secretary, Grade-III	No age limit	No age limit	30 Years
4	Extension Officer , Grade-II	No age limit	No age limit	30 Years
5	Executive (Office)	No age limit	No age limit	30 Years

6	Jr. Executive (Office)	No age limit	No age limit	30 Years
7	Light Vehicle Driver	35 years	32 years	30 Years
8	Technician (Electrical)	35 years	32 years	30 Years
9	Technician (Boiler)	35 years	32 years	30 Years
10	Technician (Refrigeration)	35 years	32 years	30 Years

Relaxation up to 10 years for differently able candidates for all categories. The retirement age for above post is 58 years.

5. No. of application to be sent

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 mention the post to which the application relates and should be written in the format indicated below.

6. Mode of Payment of Examination Fee

Payment of fee should be made by way of demand draft only, drawn in favour of The General Manager, Thanjavur District Co-operative Milk Producers' Union Ltd., Thanjavur and payable at Thanjavur, Head Quarters of the Union. Demand draft can be drawn in any one of the Nationalised Banks / Cooperative Banks Demand Draft obtained earlier to the date of Advertisement will not be accepted and any other modes of payment like cheque, postal order and cash will not be accepted.

7. Selection Procedure:

Selection will be made based on written test and oral test.

S.No	Details	Marks
1	Written test	85
2	Oral test	15
	Total	100

ANNEXURE - IV

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATE”

1. Applications:

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 enclosures 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 an 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 SSLC 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 2nd May 1988.

Sl. No.	Name of the Community	Competent authority to issue the Certificate
1.	ST	RDO / Assistant Collector / Sub Collector / Personal Assistant (General) to the Collector of Chennai / District Adi- Dravidar Welfare Officer.
2.	SC / SC(A)	Taluk Tashildar
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 Raja kambalam, Gollavar, Sillavar Thockalavar, Thozhuva Naicker and Erragollar) included in the list of MBC / DC.	Head Quarters Deputy Tashsildar

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 SSLC 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 Cast, Scheduled Tribes or Most Backward Classes / De-notified Communities or Backwards 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.

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.

S. No.	Order of Priority	Competent authority to issue the
1.	1. Destitute Widow	RDO/Assistant Collector/ Sub Collector/ Personal Assistant (General) to the Collector of Chennai/District Adi-Dravidar Welfare Officer.
2.	Intercaste marriage (one of spouse should belong to Hindu Adi-Dravida)	Tahsildar
3.	Ex-Servicemen, Dependents of Ex-serviceman, Dependents of Serving Military service personnel's	Assistant Director, Ex-servicemen Office. For serving, ex-serviceman Commandant, Army Head quarters.
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. The Thanjavur District Cooperative Milk Producers' Union Ltd., Thanjavur.

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) Communication 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. Written Test

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 application. Hall Ticket duly authorized by the authority will be communicated mentioning the Roll.No. date, time and venue of the written test.

7. 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/ Department/ disqualification by any recruiting agency, criminal or any disciplinary proceedings 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 Judgment of Acquittals, orders/or GO 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 other type of calculators, mathematical and drawing instruments. Lag Tables, stencils of maps, slide rules, Text 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 safe keeping cannot be assured.

8. Minimum marks prescribed for selection:

Those candidates who have an overall score of less than 40% shall not be considered for selection.

9. 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., and 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. If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal category.

vii. 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.

10. Payment of T.A & D.A.

Candidate is not entitled for travelling allowance and Dearness Allowance.

11. 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/she may be discharged from the service.

12. Provision of scribes.

In objective type papers, the candidate must make response himself. In no circumstances, he will be allowed the help of any other person to make responses for him except in the case of blind candidates / Differently Abled persons, particularly hands.

13. 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 (i.e.life card)*.
- iii. Evidence of Educational Qualifications (SSLC/HSC/Diploma/Degree/P.G Degree of 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 Tamilnadu Public Service Commission).
- vi. 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 there in regard the percentage of Differently abled*.
- vii. A Certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed*.
- viii. A Certificate as evidence for claim in respect of Ex-Serviceman*.

ix. 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.145P&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 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 not obtained scholarship for having studied in Tamil Medium.

Date:

Place :

Registrar/ Principal

Seal