

## ANNEXURE – I

**APPLICATION FORM**

Post applied for	:	Technician (Lab)
Advertisement No. and Date	:	002/ .....12.2018

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 1 <sup>st</sup> July'2018 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.	8 th std.										
b.	S.S.L.C										
c.	H.S.C (+2)										

d.	ITI/ (2 years)							
e.	Diploma							
f.	Degree							
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.	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:

Encl :

Signature of the Candidate

1. Self attested Xerox copies of Certificates
2. Self Addressed envelope – 3 Nos. (Size 27 X 11cm)
3. Self addressed post card
4. Passport size photo – 2 Nos. (Should be enclosed along with application)

## Annexure - II

### THE TIRUNELVELI DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LTD; TIRUNELVELI-7.

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

1.	Name of the District Co-operative Milk Producers' union and address	:	The Tirunelveli District Cooperative Milk Producers' Union Ltd., Reddiarpatti Road, Tirunelveli-7.
2.	Jurisdiction of the District Co-operative Milk Producers Union	:	Tirunelveli & Thoothukudi Districts.

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

Sl. No	Name of the Post and Qualifications	Pay scale and Grade pay	No of Posts	Communal Rotation
1.	<p>i. <b>Must possess a pass in SSLC or its equivalent.</b></p> <p>ii. <b>Must possess 2 years Diploma in Lab (Technician) issued by the Government / Government approved institutions.</b></p>	19500 - 62000	1	GT (P)-1

4. Age for Recruitment (as on 1<sup>st</sup> July'2018 of the year)

Sl.No	Category of Candidates	Minimum Age (Should have completed)	Maximum Age (Should not have completed)
			Technician (Lab)
1	Scheduled Caste, Scheduled Caste (Arunthiyars), Scheduled Tribes, Most Backward Classes /Denotified Communities, Backward Classes and Backward Classes (Muslims)	<b>18 Years</b>	SC /ST -35 Years MBC & DNC/ BC – 32 Years
2	Others i.e., Candidates <b>not</b> belonging to Scheduled Caste, Scheduled Caste (Arunthiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes and Backward Classes (Muslims)		30 Years

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

**The Retirement age for all posts is 58 years.**

## 5. 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

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

<p><b>APPLICATION FOR THE POST OF .....</b></p> <p><b>Advertisement No. - .....’2018</b></p> <p style="text-align: center;">To</p> <p style="text-align: right;">The General Manager , The Tirunelveli District Co-operative Milk Producers Union Ltd., Reddiarpatty Road, Perumalpuram Post, Tirunelveli – 627 007.</p> <p>From</p> <p>.....</p> <p>.....</p> <p>.....</p>
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## 7. Selection Procedure –

### (A) Selection Procedure – for posts below Manager Cadre

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

a) For academic qualification 90 marks

b) For Oral test 10 marks

#### Allocation of Marks:

S.No.	Details	Max	Marks scored as per mark list		Scores that can be given		Marks awarded
			Attmpt-I	More than 1 Attmpt	I (1.0)	II (0.9)	Marks awarded
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	22.66	
			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 same field.	10	100%	100%	10.00	09.00	
			90%	90%	09.00	08.10	
			84%	84%	06.40	07.50	
			58%	58%	05.80	05.20	
			40%	40%	04.00	03.60	
4)	Oral test	10					
	Total	100					

Signature of the Certificate  
Verification Committee

Signature of the Assessment  
committee

- 1.
- 2.
- 3.

- 1.
- 2.
- 3.

Counter checked and ..... rank is awarded in the ..... Category.

Manager (Admn)

General Manager

## ANNEXURE – III

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

#### 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 enclosures listed in the

#### 2. Mode of Payment of Examination Fee where ever applicable

No Examination Fees.

#### 3. 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.

#### 4. 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.

<b>Name of the Community</b>	<b>Competent authority to issue the Certificate</b>
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 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 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 Most Backward Classes/De-notified Communities or Backward 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.



## 5. 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	Tashildar, 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.

## 6. Communication with the Management

i) Any communication intended for the Management must be made in writing and addressed only to the General Manager Tirunelveli District Co-operative Milk Producers' Union, Tirunelveli-7

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.

## **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 / 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 fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Management.

## **8. 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 candidate by the 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.

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

Candidate is not entitled for travelling allowance and Dearness Allowance.

### **10. 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.

### **11. 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.

#### **(a) Blind Impaired**

A blind candidate will be allowed the assistance of Scribe, subject to the following conditions:-

- (i) A blind impaired who applies with reference to any of the Management notifications should produce a medical certificate from a Government Medical Officer to the effect that he / she is totally blind and not in a position to write the examination on his own.
- (ii) He / She should also indicate in bold letters on the top of his application that the application relates to a blind candidate.
- (iii) The Management will arrange for the Scribes and will also pay for them.
- (iv) The blind impaired will be seated in a separate room under the direct supervision of the Chief Invigilator. They will be granted half an hour extra time for writing the examination.

- (v) At the closure of the examination, the scribe will read what has been written in the answer books so as to enable the blind candidate to ensure that the scribe has written what he / she had dictated. A declaration to this effect should be given in writing by the blind candidate for reference of the management.

**Note:**

Failure to comply with instructions (i) and (ii) above will entail rejection of the application.

**(b) Orthopedically Challenged**

Differently Abled persons, particularly hands, are allowed the assistance of a scribe subject to the following Conditions;

- (i) The Management will arrange for the scribe and will also pay them.
- (ii) The scribes should possess the same or equivalent qualification as possessed by the disabled persons, particularly hands.
- (iii) Scribes will not be appointed on regular basis as full time Government servants.
- (iv) All such Differently Abled candidates appearing for the written test will be seated in a separate room under the direct supervision of the Chief Invigilators.
- (v) The Differently Abled persons, who are unable to write with either arms and are provided with scribes assistance, will be granted extra half-an-hour time for writing examinations conducted by the Management.

**Note:** All Differently Abled persons, who are unable to climb the staircase, will be allowed to write the written test in the Ground Floor.

**12. 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) 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\*
- (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.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.

<b>PSTM Certificate</b>	
<b>(To be issued only by the Head of Institution)</b>	
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