

ANNEXURE – III

APPLICATION FORM (for the posts below Manager Cadre)

Post applied for	
Advertisement No. and 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 1st Jan /1st July 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)	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-serviceman 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	S.S.L.C							
B	H.S.C (+2)							
C	ITI/Teacher Training (2years)							
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	Others							
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.	Fees Remittance Details:	Amount Rs.	D.D. No.	Date	Name of the Bank			
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 K.T.D.C, DCMPU Ltd., Ayanavaram, Chennai -23.

Date
Place

Signature of the Candidate

- Encl: 1. Self attested xerox copies of Certificates
2. Self Addressed envelope -3 Nos. (Size 27 x 11 cm).
3. Self addressed post card

The Kancheepuram -Thiruvallur District Co-operative Milk Producers' Union Ltd,
Chennai - 23.

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. 1 (2248/Admin./2017)

To
The General Manager,
Kancheepuram-Thiruvallur District
Co-operative Milk Producers' Union Ltd,
No. 55, Guruvappa Street,
Ayanavaram,
Chennai – 600 023.

From:

.....
.....
.....

The Kancheepuram - Thiruvallur District Co-operative Milk Producers' Union Ltd.,
No. 55, Guruvappa Street, Ayanavaram, Chennai - 23.
ANNEXURE – V.

“ ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-1”

1. Name of the District Cooperative : The Kancheepuram-Thiruvallur District
Milk Producers' Union and Address : Co-operative Milk Producers' Union Ltd,
Ayanavaram, Chennai – 600 023.
2. Jurisdiction of the District Cooperative : Kancheepuram and Thiruvallur Districts.
Milk Producers' Union :
3. Name of the Post and vacancies to be :
filled up and education qualification :
prescribed.

Sl. No.	Name of the Post	Scale of Pay Rs.	Distribution of Vacancy	Educational Qualification Prescribed
1.	Private Secretary Grade III	Rs.5200-20800 + Grade Pay Rs. 2800/-	General Turn Non Priority - 1	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. Age for Recruitment (as on 1st January / 1st July of the year)
(Please refer Enclosure-1 cadre wise)

- i) Minimum Age is 21 years.
ii) Maximum Age

S.No.	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1.	Private Secretary Grade II	No Age Limit	No Age Limit	30years

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 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 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:

6. (A) Selection Procedure for the posts below Manager Cadre

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

a) For academic qualification 90 Marks

b) For Oral Test 10 Marks

Allocation of Marks

S. No.	Detail	Prescribed Qualification			
		Graduation	If more than one Degree	Post Graduation	Less than Graduation
1	Marks obtained in the SSLC/ X Std.	15	15	15	30
2	Marks obtained in +2 / Diploma	15	15	15	---
3	Marks obtained in graduation	50	---	20	---
4	Marks obtained in the prescribed qualification	--	30 + 30	40	50
5	Marks of Higher Qualifications in the same field (related to the post)	10	---	---	10
6	Oral Test	10	10	10	10
	Total	100	100	100	100

The Kancheepuram - Thiruvallur District Co-operative Milk Producers' Union Ltd.,
No. 55, Guruvappa Street, Ayanavaram, Chennai - 23.

ANNEXURE – VI

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES -2”

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 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. Mode of Payment of Examination Fee where ever applicable

Payment of fee should be made by way of demand draft only, drawn in favour of General Manager, K. T. D.C.M.P.U. Ltd and payable at Chennai. Demand Draft can be drawn in any one of the Nationalized Banks/Cooperative Banks and examination fee for each post should be remitted separately. Demand Drafts 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.

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 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 2nd 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 Officers not lower in rank than a Tahsildar or Headquarter 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	Headquarter 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 2nd 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 Officer, 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 and 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.

6. Communication with the Management

Any communication intended for the Management must be made in writing and addressed only to the General Manager, Kancheepuram - Thiruvallur District Cooperative Milk Producers' Union Ltd., No. 55, Guruvappa Street, Ayanavaram, Chennai -23.

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.

Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will not receive any attention.

The Management will receive communications only from Candidates; Communications in the name of Pleader or agent will not received any attention.

7. Written Test

There will be a written test for the selection of post (s) of Manager and above.

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.

8. 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/ impetinent 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
- (c) Employment in Government or Local Bodies, Public Corporations etc.,

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.

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.

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.

9. Mobile Phones and Other Articles Banned

Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books and rough sheets etc.,

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.

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 safekeeping cannot be assured.

10. Minimum marks prescribed for selection

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

11. 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.

A Payment of TA & DA

Candidate is not entitled for travelling allowance and Dearness Allowance.

B 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.

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.

(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.

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/PG 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 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	

GENERAL MANAGER.
K.T.D.C.M.P.Union Ltd., Chennai-23.