

THE VELLORE-TVMALAI DISTRICT CO.OPERATIVE MILK PRODUCERS' UNION LTD; VELLORE.9
ANNEXURE-I
APPLICATION FORM

(for candidates working in Vellore & TVMalai District MPCs only)

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 Jan/ 1 st July of the year (in complete years)										
5	Father's Name										
6	Mother's Name										
7	Martial 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						District											
	City / Village						Pincode											
	State																	
19	Communal Category (Please Tick in relevant Box)	<input type="checkbox"/>	OC	<input type="checkbox"/>	BC	<input type="checkbox"/>	MBC	<input type="checkbox"/>	SC	<input type="checkbox"/>	SC (A)	<input type="checkbox"/>	ST	<input type="checkbox"/>	DNC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Name of the Sub Caste																	
a	Community Certificate No.																	
b	Date of Issue	Date	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
c	Issuing Authority																	
d	Name of the Taluk																	
e	Name of the District																	
21	Are you a Differently Abled Person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If Yes, please specify																	
22	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 Co.op. training																	
g	Post Graduate Degree																	
h	P.G.Diploma																	
i	Others																	

23	Details of previous employment if any	Name and address of the Institution	Designation	Scale of Pay	From	To
24	Details of conviction/ Punishment/ Disqualification/ criminal case, disciplinary proceeding etc. if any					
25	Fees Remittance Details	Amount (Rs.)	D.D.No.	Date	Name of the Bank	
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 and after, action can be taken against me by Vellore- Tiruvannamalai Dt. Co.op. Milk Prods'Union Ltd., Vellore.9.

Signature of the Candidate

Date:
Place:

Encl:

- 1) Self attested Xerox copies of Certificates
- 2) Self Addressed envelope-3 Nos.(Size 27 x 11 cm)
- 3) Demand Draft for Rs.250/- in favour of General Manager Vellore-Tiruvannamalai District Co.op. Milk Producers' Union Ltd., payable at Vellore
- 4) Two copies of Hall ticket duly filled in and affixing the recent passport size photograph.
- 5) Self addressed post card
- 6) Passport size photos 2 Nos.
- 7) Experience certificates issued by the Board of Milk Producers' Co.operative society concerned.

Annexure.II

Format for Envelope for submission of filled in applications

(Please write following on the envelope)

APPLICATION FOR THE POST OF _____

Advertisement No. 1/2016

To

The General Manager
Vellore-Tiruvannamalai District Co-operative Milk
Producers' Union Ltd.,
No.142, Arcot Road, Sathuvachari
VELLORE.632 009

From

THE VELLORE-TIRUVANNAMALAI DISTRICT CO.OP. MILK PRODUCERS' UNION LTD.,
VELLORE.632 009
HALL TICKET
WRITTEN TEST FOR THE POST OF2016

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	Venue of the Examination FN/AN
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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 10.00 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 VELLORE-TIRUVANNAMALAI DISTRICT CO.OP. MILK PRODUCERS' UNION LTD.,
VELLORE.632 009
HALL TICKET
WRITTEN TEST FOR THE POST OF2016**

Please affix recent
Passport
Size Photo here.

1. Roll No.
(will be assigned by the management)
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THE VELLORE-TIRUVANNAMALAI DISTRICT CO.OP. MILK PRODUCERS' UNION LTD

ANNEXURE-III

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-1”

- 1 Name of the District Co-operative Milk Producers' Union and Address The Vellore-Tiruvannamalai District Co-operative Milk Producers' Union Ltd. No.142, Arcot Road, Sathuvachari, Vellore.632 009
- 2 Jurisdiction of the District Co-operative Milk Producers' Union Vellore and Tiruvannamalai Districts.
- 2 Name of the Post and vacancies to be filled up and education qualification prescribed.

S. No.	Name of the post	Pay Scale	No. of vacancies	Educational Qualification prescribed.
1	Extension Officer Gr.II	Rs.5200- 20200 + GP Rs.2400	06 Posts	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. 2. Should have remaining service of minimum 5 years exemption for holders of degree in B.A. (Co.op) or B.Com (Co.op) from passing Cooperative Training.
2	Junior Executive (Office)	Rs.5200- 20200 + GP Rs.2400	03	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.) or B.Com. (Co.op.) from passing Co-operative Training. 3)Must have completed 10 years of service in MPCS. 4)Should have remaining service of minimum 5 years.

S. No.	Name of the post	Pay Scale	No. of vacancies	Educational Qualification prescribed.
3	Technician (Lab)	Rs.5200-20200 + GP Rs.2400	01	1.A Pass in 10 th STd./SSLC or its equivalent 2.Must possess 2 years diploma in Lab Technician issued by the Government/ Government approved Institutions. 3.10 years experience in MPCs 4.Should ;have remaining service of minimum 5 years.
4	Technician (Operation)	Rs.5200-20200 + GP Rs.2400	01	1.Must be a holder of ITI certificate in trade concerned. 2)5 years experience in MPCs. 3)Should ;have remaining service of minimum 5 years

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 mentioned the post to which the application relates and should be written in the format indicated below:-

5. Selection Procedure – For the candidates from MPCS only.

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

a) For academic qualification Experience & written test 90 marks

- 1)Academic qualification : 20 Marks
- 2)Experience : 20 Marks
- 3)Written Test : 50 Marks
- 4)Oral Test : 10 Marks
- Total Marks :100 Marks.

Allocation of Marks:

Extension Officer Gr.II

S.No.	Detail	Max.Marks
1	Marks obtained in the prescribed academic qualification	20
2	Experience: 10-15 years – 10 marks 16-20 years – 13 marks 21-25 years – 16 marks Above 25 years - 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

Junior Executive (Office):

S.No.	Detail	Max.Marks
1	Marks obtained in the prescribed academic qualification	20
2	Experience: 10-15 years – 10 marks 16-20 years – 13 marks 21-25 years – 16 marks Above 25 years - 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

Technician (Lab)::

S.No.	Detail	Max.Marks
1	Marks obtained in the SSLC/ X Std.	10
2	Marks obtained in Diploma	10
2	<u>Experience:</u> 5-10 years - 10 marks 11-15 years – 13 marks 16-20 years – 16 marks Above 20 years - 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

Technician (Operation)::

S.No.	Detail	Max.Marks
1	Marks obtained in the SSLC/ X Std.	10
2	Marks obtained in ITI in the Trade concern	10
2	<u>Experience:</u> 5-10 years - 10 marks 11-15 years – 13 marks 16-20 years – 16 marks Above 20 years - 20 marks	20
3	Written Test	50
4	Oral Test	10
	Total	100

Annexure- IV

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATE-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.

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, Vellore-Tiruvannamalai District Co-operative Milk Producers' Union Ltd., Vellore, and payable at Vellore. Demand Draft can be drawn in any one of the Nationalised Banks/ Co-operative Banks and examination fees 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 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 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.

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
S.C.	R.D.O./ Asst.Collector/ Sub Collector/ Personal Assistant (General) to the Collector of Chennai/ District Adi-Dravidar Welfare Officer.
SC/SC (A)	Taluk Tahsildar
MBC/DC, BC (Other than Muslim) and BCM	Revenue Officer not lower in rank than a Tahsildar or Headquarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tahsildar and Zonal Deputy Tahsildar.
Thottia Naicker (including Rajakambalam, Gollavar, sillavar, Thockalavar, 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: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 Caste, Scheduled Tribes or 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. Communication with the Management:

- i)Any communication intended for the Management must be made in writing and addressed only to the General Manager, Vellore-Tiruvannamalai District Co-operative Milk Producers' Union Ltd., Vellore.9
- 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 received 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.
- 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.
- c) 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 finalised, 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) Their admission at all the stages of Certificate Verification for which they are admitted by the Management viz. Certificate Verification and oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification any time before or after Certificate Verification and oral test, if 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.Written test:

There will be a written test for the selection of post(s) earmarked in the Advertisement. 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.Syllabus:

Syllabus for the post of Extension Officer Gr.II & Junior Executive (Office) will be in the related subjects. The question paper should be prepared with questions related to Cooperation, reasoning and General Knowledge etc., and the questions will be of SSLC Stand. Syllabus for the post of Technicians will be in the related subject, reasoning and General Knowledge etc.

9.Payment of T.A. & D.A.

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. Other conditions:-

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 complete for the appointment must be prepared to appear when summoned before the Management at the place notified at their own expenses.

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 (i.e. Life card)*.
- iii. Evidence of Educational Qualifications (SSLC/HSC/ Diploma /Degree/P.G. 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. The employees should produce experience certificates issued by the Board of the milk producers' co.operative society concerned. This certificate should be based on the records of the society.