

## Annexure – I

**APPLICATION FORM**

(for the posts of Manager and above)

Please affix recent  
passport size photo

<b>Mention the post applied without fail</b>	
<b>Advertisement No. and Date</b>	<b>03/18-10-2016</b>

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 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?		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-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 Handi-capped 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.	Degree (3 years)							
d.	Post Graduate							
	Degree							
f.	Ph.D							
g.	PG.Diploma							
h.	Typing Tamil							
i.	Typing English							
j.	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.	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 or after the examination, action can be taken against me by Salem District Co-operative Milk Producers Union Ltd.,

Date:

Place:

Signature of the Candidate

## **ENCLOSERS**

1. Self attested Xerox copies of all Certificates as follows :-

- (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.) with all Mark Sheets Which is compulsory.
- (iv) Evidence of Tamil qualification (viz. SSLC /HSC / Degree/ Certificate for having passed Tamil conducted by the Tamil Nadu Public Service Commission).
- (v) 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\*
- (vi) A Certificate as evidence for claim in respect of Destitue widow/Inter caste Marriage/ Ex-Serviceman/Freedom Fighter /Burma / Ceylon Repatriates /Owners of land acquired by Government /Physically Handicapped exclusively ortho /Orphans
- (vii) Copy of Ration Card Xerox
- (viii) Copy of Employment Registration Card

2. Demand Draft for Rs.250 for OC/BC/MBC.

3. 2 copies of Hall Ticket dully filled in and affixing the passport size photograph

4. Self addressed post card

5. Passport size photo – 2 Nos. (Should be enclosed along with application)

**Candidate Copy**

**THE SALEM DISTRICT COOPERATIVE  
MILK PRODUCERS' UNION LTD.,**

**HALL TICKET**

**WRITTEN TEST FOR THE POST OF .....- ..... '2016**

- 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) :

Please affix  
recent passport  
size photo here

Date and time of written test	Venue of the Examination
..... FN / AN	

Signature of the Candidate

Authorised Signatory with seal  
[Not below the rank of DM (O)]

**Important Instructions**

1. In the Hall ticket the Roll No. need not be filled up by the applicant at the time of submission and the same will be assigned by the management while sending Hall ticket for appearing written test. Candidate to fill up name and address only. Candidate to sign at demarked space and paste photo and sign across it.
2. Candidates are instructed to bring this Hall Ticket for the written test. Candidates without Hall Tickets will not be allowed to write the written test.
3. Written Test will commence from 10.00 a.m. for the Forenoon Session / from 2.30 p.m. for Afternoon Session.
4. Candidates appearing for the written test should be present at least half an hour before the commencement of the written test. Candidates coming after 15 minutes of the start of the written test will not be allowed to write the written test.
5. Candidates are permitted to write the answers with Blue or Black ball point pen only.
6. No mobiles and electronic devices will be allowed inside the examination Hall.
7. The Candidate should return the Question booklet to the Invigilator at the end of the written test. Failure to return the Question booklet will result in non-evaluation of the answers of the candidate.
8. No candidate will be allowed to leave the Examination Hall till the time of closure of the written test.
9. Admission to written test will not confer any right of appointment.
10. Please see Additional Information and Instructions to Candidates -1 and 2 in website [www.aavinmilk.com](http://www.aavinmilk.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 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 SALEM DISTRICT COOPERATIVE  
MILK PRODUCERS' UNION LTD.,**

**HALL TICKET**

**WRITTEN TEST FOR THE POST OF .....- .....'2016**

- 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) :

Please affix  
recent passport  
size photo here

Date and time of written test	Venue of the Examination
..... FN / AN	

Signature of the Candidate

Authorised Signatory with seal  
[Not below the rank of DM (O)]

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**Annexue II**

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

**APPLICATION FOR THE POST OF .....**

**Advertisement No. - ..... '2016**

To

The General Manager ,  
The Salem District Co-operative  
Milk Producers Union Ltd  
Sithanur  
Thalavaipatty  
Salem - 636302

From

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

## Annexure – iii

## The Salem District Cooperative Milk Producers' Unions

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

1. Name of the District Cooperative Milk Producers' Union and address : The Salem District Cooperative Milk Producers' Unions Ltd Sithanur Thalavaipatty Salem 636302
2. Jurisdiction of the District Cooperative Milk Producers' Union : Salem and Namakkal Districts
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl.No	Name of the Post and Qualifications	Scale of Rs.	No of Posts	Communal Rotation
1	<b><u>Manager (Accounts)</u></b> Must possess any Degree and CA inter /ICWA inter	Rs.9300-34800 + Grade Pay Rs.4700/-	1	1.General Turn (Priority)  If priority candidates not available non priority candidates will be considered.
2	<b><u>Manager (Civil)</u></b> Must possess a Bachelor Degree in Civil Engineering”	Rs.9300-34800 + Grade Pay Rs.4700/-	1	1.General Turn (Non-Priority)
3	<b><u>Manager (Veterinary)</u></b> Must possess a Degree in Veterinary Science from a recognized University. Must have registered with Veterinary Council	Rs.9300-34800 + Grade Pay Rs.4700/-	1	MBC & DNC - (P) Most Backward Community & Denotified Communities – (Priority).  If MBC Priority candidates not available Non Priority MBC & DNC Candidates will be considered.



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

For the Post of Manager

Sl.No	Category of Candidates	Minimum Age (Should have completed)	Maximum Age (Should not have completed)
1	Scheduled Caste, Scheduled Caste (Arunthiyars), Scheduled Tribes, Most Backward Classes /Denotified Communities, Backward Classes and Backward Classes (Muslims)	18 Years	No age limit
2	Others i.e., Forward Class , (Candidates <b>not belonging</b> to Scheduled Caste, Scheduled Caste (Arunthiyars), Scheduled Tribes, Most Backward Classes /Denotified Communities, Backward Classes and Backward Classes (Muslims))		30 Years

**Age Relaxation as per Government order.**

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

#### 5. Mode of Payment of Examination Fee for the post of Manager and above

Payment of fee should be made by way of **demand draft** only, drawn in favour of **“The General Manager, Salem District Co-operative Milk Producers Union Ltd.,”** and payable at **Salem**. Demand draft can be drawn in any one of the Nationalised Banks / Cooperative Banks and examination fees for each post should be remitted separately. **Any other modes of payment like cheque, postal order and cash will not be accepted.**

#### 6. No. of application to be sent

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 particularly mark sheet 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

## 7. Selection Procedure -For the posts Manager cadre

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

Sl.No	Details	For the post of Manager (Civil) & Manager (Veterinary) Format 2 (a)	For the post of Manager (Accounts) Format 2 (b)
1	Marks obtained in the SSLC / X Std	5	5
2	Marks obtained in +2 / Diploma	5	5
3	Marks obtained in the prescribed qualification	30	15+15
4	Written Test	50	50
5	Oral Test	10	10
	<b>Total</b>	<b>100</b>	<b>100</b>

## 8. 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.

## 9. 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.

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 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.

### 10. 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 personpnel’ 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.

### 11. 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)** Their admission at all the stages of examination for which they are admitted by the Management viz. oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification any time before or after 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.

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

Candidate is not entitled for travelling allowance and Dearness Allowance.

## **13. 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.

**14. 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.) with all Mark Sheets Which is compulsory.
- (iv) Evidence of Tamil qualification (viz. SSLC /HSC / Degree/ Certificate for having passed Tamil conducted by the Tamil Nadu Public Service Commission).
- (v) 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\*
- (vi) A Certificate as evidence for claim in respect of Destitute widow/Inter caste Marriage/Ex-Serviceman/Freedom Fighter /Burma / Ceylon Repatriates /Owners of land acquired by Government /Physically Handicapped exclusively ortho /Orphans
- (vii) Copy of Ration Card Xerox
- (viii) Copy of Employment Registration Card