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 July of the year (as the case may be) (in complete 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 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.	Permanenet 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 Marri age	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	Name of the Course	Medium of Instruction	Name of the Institution	Year of Passing	Total Marks	Marks Secured	%	Grade/ Class			
a.	S.S.L.C	S.S.L.C										
b.	H.S.C. (+2)	H.S.C.(+2)										
c.	ITI - (2 Years)											
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.	Typing Tamil								
l.	Shorthand in Tamil								
m.	Shorthand in English								
n.	Others								

24.	Details of previous employment if nay	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 Trichy Dist Coop Milk Producers Union Ltd. Trichy

Date:

Place: Signature of the Candidate

Note:

1. **Candidates those having prescribed educational qualification and Communal Rotation only can apply.** ***Application Posted either by Registered Post or Speed Post only.***
2. **Duly not filled application deemed to be disqualified.**
3. **Enclose All relevant Mark sheets with Degree Convocation, Degree Certificates and necessary documents, otherwise application deemed to be disqualified**

Encl: 1. Self attested Xerox copies of Certificate
2. Self Addressed Envelope – 3 Nos. (Size 27 X 11 cm)
3. Self addressed post card.

Annexure – I

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

APPLICATION FOR THE POST OF .....

Advertisement No. 4 /Padalur – Dairy/ TRY/2016

To

The General Manager,
Tiruchirappalli District Co-operative Milk
Producers' Union Limited,
Pudhukkottai Road, Kottappattu
Trichy – 620 023

From
.....
.....
.....

Annexure – II

Tiruchirappalli District Cooperative Milk Producers' Union Ltd., Trichy

"ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-1"

1.Name of the District Cooperative Milk Producers' Union Limited, : Tiruchirappalli District Co-operative Milk Producers' Union Limited, Pudhukkottai Road, Kottappattu Trichy – 620 023

2.Jurisdiction of the District Cooperative Milk Producers Union : Trichy

3. Name of the Post and vacancies to be Filled up and educational qualification Prescribed :

Sl. No.	Name of the Post	Scale of Pay	Vacancy	Educational Qualification prescribed
1.	Deputy Manager (Dairying)	Rs.9300-34800 + Grade Pay Rs.4400	General Turn – Non Priority – 1 SC(A) – Women Priority - 1 MBC and Denotified Communities Non Priority - 1	Must Possess a Degree and IDD/NDD or Post Graduate Degree in Dairy Science / Dairying or B.Tech in Food Technology/ Dairy Technology / Food Processing from approved institutions.
2.	Junior Executive (Office)	Rs. 5200-20200 + Grade Pay Rs.2400	SC(A) - Women Priority - 1	1. Must be a Graduate 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 Cooperative Training.
3.	Technician (Refrigeration)	Rs .5200-20200 +Grade Pay Rs.2400	General Turn – Priority – 1	1. A pass in 10th Std / SSLC or its equivalent. 2. ITI Certificate in Refrigeration & Air- conditioning Mechanic with NTC.

4.	Technician (Operation)	Rs .5200-20200 +Grade Pay Rs.2400	SC(A) – Women Priority - 1	Pass in SSLC with ITI certificate in the trade of Refrigeration & Air-conditioning / Fitter / Dairy Mechanic / Electrician / Wireman / Instrumentation.
5.	Technician (Boiler)	Rs .5200-20200 +Grade Pay Rs.2400	General Turn – Non Priority – 1 SC(A) – Women Priority - 1 MBC and Denotified Communities Non Priority -1	1.Pass in 8th Std 2.Must possess Boiler Attendant Certificate Gr-II /Gr.III issued by the Director if Boiler , Chennai to operate boilers as per the norms prescribed by the authority.
6.	Technician (Electrical)	Rs .5200-20200 +Grade Pay Rs.2400	General Turn – Priority – 1 SC(A) – Women Priority - 1	SSLC / X Std. Pass. Must possess ITI (Electrical) with National Trade Certificate in lineman / Wireman. with 'B' Licence
7.	Private Secretary Grade -III	Rs. 5200-20200+ Grade Pay Rs.2400	General Turn – OC -1	1. Must possess 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 July 2016 of the year)

i) Minimum age is 18 years
ii) Maximum age

Sl. No	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1.	Deputy Manager (Dairying)	No Age Limit	No Age Limit	30
2.	Junior Executive (Office)	No Age Limit	No Age Limit	30
3.	Private Secretary Grade –III	No Age Limit	No Age Limit	30
4.	Technician (Refrigeration)	35	32	30
5.	Technician (Operation)	35	32	30
6.	Technician (Boiler)	35	32	30
7.	Technician (Electrical)	35	32	30

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 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.

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

Sl.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

(C) Selection Procedure – for the post of Drivers

Selection will be made based on testing of their driving ability only, as the prescribed qualification (8th Std.) is below SSLC and there may not be any mark sheet available.

(D) Selection Procedure – For the post of Technicians (Boiler)

Selection will be based on oral test only, as the prescribed qualification (8th Std.) is below SSLC and there may not be any mark sheet available.

Annexure – VI

"ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-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, if any. Application should be sent along with filled in Hall ticket and other enclosure 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(for Manager Cadre Only)

Payment of fee should be made by way of demand draft only, drawn in favour of General Manager, Tiruchirappalli District Co-operative Milk Producers' Union Limited, Trichy and payable at Trichy. Demand draft can be drawn in any one of the Nationalized Banks / Cooperative 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 S.S.L.C. 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
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 Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tashildar 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 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 Backward Classes/De-notified Communities or Backward Classes as the case maybe. They will, in that case, be considered only under 'Óthers' 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 , Tiruchirappalli District Co-operative Milk Producers' Union Ltd., Trichy.

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. Written Test (For the Post of Manager only)

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 / 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 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 materials 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 Organization, 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 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 nay 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 any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test 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 safekeeping cannot be assured.

9.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 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 won expenses.

10. Payment of TA & DA

Candidate is not entitled 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 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 nay 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 old letters on he 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 b 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 (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) 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-sericeman*.

(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 education in Tamil Medium as per G.O.Ms.No.145 P & AR (S) Department dated 30.09.2010. If no evidence for 'Person 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 studies (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