

**ED1116 THE COIMBATORE DISTRICT CO-OPERATIVE MILK PRODUCERS'
UNION LTD., COIMBATORE**

Annexure - I

APPLICATION FORM

(For candidates working in MPCS only)

Post applied for	
Advertisement No. & Date	0902/Estt.1/2018 dt.10.02.2018



Please affix
recent passport
size photo here

1	Name of the Candidate (in Block Letters)										
2	Gender (Tick in relevant Box)	Male		Female							
3	Date of Birth	Date			Month			Year			
4	Age as on 1 st Jan/ 1 st July of the year. (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		

25.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 appointment, action can be taken against me by the Coimbatore District Cooperative Milk Producers Union Ltd, Coimbatore.

Candidate Signature

Date:

Place:

- Encl:**
1. Self attested Xerox copies of certificates
 2. Self Addressed envelope- 3 Nos. (Size 27X11CM)
 3. Demand Draft for Rs.250/- in favour of General Manager, C.D.C.M.P.U.Ltd., Coimbatore Payable at Coimbatore.
 4. Two copies of Hall ticket duly filled in 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' Cooperative Society concerned

To be filled by the office of the Deputy Registrar(Dairying)

28	Details of employment in MPCS (based on MPCS records)	Name and address of the MPCS	Designation	Scale of Pay	Period of Service	
					From	To
29	Details of conviction/ Punishment/ Disqualification/ criminal case, disciplinary proceeding etc. if any against the individual					

Office Seal with date

Deputy Registrar(Dairying)

Annexure - II

The post for which applied should be superscribed on the envelope containing the application form.

APPLICATION FOR THE POST OF _____

Advertisement No

To

The General Manager,
Coimbatore District Co-
operative Milk Producers' Union
Ltd., Pachapalayam,
Kalampalayam Post,
Coimbatore-641010
Tamilnadu.

From

Candidates Copy

THE COIMBATORE DISTRICT CO.OP. MILK PRODUCERS' UNION LTD., COIMBATORE

HALL TICKET WRITTEN TEST FOR THE POST OF2018

1. RollNo.
(will be assigned by the management)
2. Name of the Candidate
3. Address of theCandidate
4. Written test (to be filled by themanagement)

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

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 Afternoonsession.
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 writtentest.
5. Candidates are permitted to write the answers with Blue or Black ball point penonly.
6. No mobiles and electronic devices will be allowed inside the examinationHall.
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 thecandidate.
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 ofappointment.
Please see Additional information and instructions to candidates-1 and 2 in websitewww.aavinmilk.com
- 10.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 compliedwith.
- 11.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 writtentest.

Office Copy

**THE COIMBATORE DISTRICT CO.OP. MILK PRODUCERS' UNION LTD.,
COIMBATORE**

**HALL TICKET
WRITTEN TEST FOR THE POST OF 2018**

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(will be assigned by the management)
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Please affix recent passport
size photo here.

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ANNEXURE-III

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-1”

1	Milk Producers' Union and Address Co-operative Milk Producers' Union	The Coimbatore District Cooperative Milk Producers' Union Ltd., Pachapalayam, Kalampalayam post Coimbatore - 641010
2	Jurisdiction of the District Co-operative Milk Producers' Union	Coimbatore and part of Tiruppur District
3	Name of the Post and vacancies to be filled up and education qualification prescribed	as follows

S. No	Name of the Post	Pay Scale	No. of Vacancies	Educational Qualification Prescribed
1	Extension Officer Grade-II	5200-20200 GP-2400/-	4	<ol style="list-style-type: none"> 1. Must be a graduate in any discipline 2. Must have passed in Cooperative Training (Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Cooperative Training) 3. Must have completed of 10 years of service in MPCS. <p align="center">(or)</p> <ol style="list-style-type: none"> 1. A pass in 10th Std. / SSLC exam or its equivalent 2. Must have passed in Cooperative Training 3. Must have 15 years experience in MPCS. 4. Should have remaining service of minimum 5 years
2	Junior Executive (Office)	5200-20200 GP-2400/-	2	<ol style="list-style-type: none"> 1. Must be a graduate in any discipline 2. Must have passed in Cooperative Training (Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Cooperative Training) 3. Must have completed of 10 years of service in MPCS. <p align="center">(or)</p> <ol style="list-style-type: none"> 1. A pass in 10th Std. / SSLC exam or its equivalent 2. Must have passed in Cooperative Training 3. Must have 15 years experience in MPCS. 4. Should have remaining service of minimum 5 years

4. Candidates applying for more than one post:-

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 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.

5. Selection Procedure- For the candidates from MPCS only

Selection will be made based on the written test and oral test

1. Written Test	...	85 Marks
2. OralTest	...	15 Marks
	TotalMarks	... 100 MARKS

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 if any. Applications should be sent along with filled in Hall ticket and other enclosures listed in the applications. 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, Coimbatore District Cooperative Milk Producers' Union Ltd., Coimbatore, and payable at Coimbatore. 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 SSLC Public Examination with TamilMedium.

(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 May1988.

Name of the Community	Competent authority to issue the Certificate
S.T.	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.
ThottiaNaicker(including Rajakambalam, Gollavar, sillavar, Thockalavar, sillavar, Thockalavar, ThozhuvaNaickerand 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, The Coimbatore District Cooperative Milk Producers' Union Ltd., Coimbatore.
- 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 receive any attention.

6. Disqualification and Debarment:-

Disqualification:

- i. If a candidate attempts to canvas to bring influence on the authorities Concerned or any member of the Committee 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.
- c) a) Employment in Government or Local Bodies, Public Corporation 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 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 fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Management.

7. Writtentest:

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 (Typing) 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.

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:-

- 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 expense.

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)*. if any
- iii. Evidence of Educational Qualifications (SSLC/HSC/ Diploma /Degree/P.G. degree or Provisional Certificate with mark sheet 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' cooperative Society concerned. This certificate should be based on the records of the Society.**