

Annexure – I

APPLICATION FORM
(for the posts below Manager Cadre)

Please affix recent
passport size photo
here

Post applied for	
Advertisement No. and 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 January 2016 (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-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.	ITI/Teacher Training (2 years)										

d.	Diploma							
e.	Degree (3 years)							
f.	Diploma in Co -Operation							
g.	Post Graduate Degree							
h.	M.Phil							
i.	Ph.D							
j.	PG.Diploma							
k.	Typing Tamil							
l.	Typing English							
m.	Shorthand in Tamil							
n.	Shorthand in English							
o.	Others							

		Name and address of the Institution	Designation	Scale of Pay	From	To
24.	Details of Previous employment if any					
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 TCMPF Ltd / DCMPU.

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

Annexure – 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 Erode District Co-operative
Milk Producers Union Ltd
Vasavi College Post -638316
Erode District

From

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

Annexure-iii
The Erode District Cooperative Milk Producers' unions

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1. Name of the District Cooperative Milk Producers' Union and address : The Erode District Cooperative Milk Producers' Union Ltd
Vasavi College Post Erode-638316
2. Jurisdiction of the District Cooperative Milk Producers' Union :Erode and Three Taluks in Tiruppur District [Dharapuram, Kangayam & Uthukullii]
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl No	Name of the Post and Qualifications	Qualification	Scale of Rs.	No. of Posts
1	2	2	3	4
01	Extension Officer Grade-II	Must be a graduate in any discipline and have passed in Cooperative Training and completion of 10 years of service in MPCS (Or) A pass in 10th std/SSLC exam or its equivalent and have passed in Cooperative Training with 15 years experience in MPCS Should have remaining service of minimum 5 years Exemption for holders of degree in BA(Coop) or BCom(Coop) from passing Cooperative Training	5200-20200+ Grade Pay 2400	07
02	Junior Executive (Office)	1) Must be a graduate in any discipline 2)Must have passed in Cooperative Training 3)Exemption for holders of degree in BA(Coop) or BCom(Coop) from passing Coop Training 4) Must have completed 10 years of service in MPCS 5)Should have remaining service of minimum 5 years	5200-20200+ Grade Pay 2400	05
03	Technician(Operation)	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	5200-20200+ Grade Pay 2400	06

2. 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 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 envelop containing the application should mention the post to which the application relates and should be written in the format indicated below.

3. 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

Extension Officer Grade-II

S No	Detail	Max Marks
01	Marks obtained in the prescribed academic qualification	20
02	Experience 10-15 years – 10 marks 16-20 years – 13 marks 21-25 years – 16 marks Above 25 years – 20 marks	20
03	Written Test	50
04	Oral Test	10
	Total	100

Junior Executive (Office)

S No	Detail	Max Marks
01	Marks obtained in the prescribed academic qualification	20
02	Experience 10-15 years – 10 marks 16-20 years – 13 marks 21-25 years – 16 marks Above 25 years – 20 marks	20
03	Written Test	50
04	Oral Test	10
	Total	100

Technicians:

Extension Officer Grade-II

S No	Detail	Max Marks
01	Marks obtained in the SSLC/X Std	10
02	Marks obtained in ITI	10
02	Experience 10-15 years – 10 marks 16-20 years – 13 marks 21-25 years – 16 marks Above 25 years – 20 marks	20
03	Written Test	50
04	Oral Test	10
	Total	100

4. 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 SSLC 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

5. 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 candidates 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 proceedings 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 Judgment of Acquittals, orders /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.

6. Payment of TA & DA

Candidate is not entitled for traveling allowance and Dearness Allowance.

7. 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.

8. 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 Qualification (SSLC/HSC/Diploma/Degree/PG Degree for Provisional Certificate etc.,) with Mark Sheets.
- iv) The employee should produce Experience Certificate issued by the Board of the Milk Producers Cooperative Society concerned. This certificate should be based on the records of the society.
- v) Evidence of Tamil qualification(viz.SSLC/HSC/Degree/Certificate for having passed Tamil conducted by the Tamil Nadu Public Service Commission).