

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”

1. Name and address of the organization : The Tamilnadu Co-operative Milk Producers’ Federation Limited, Aavin Illam, Madhavaram Milk Colony, Chennai 600 051.
2. Place of vacancies : Chennai, Tiruvannamalai and Erode
3. Name of the post and vacancies to be filled up and educational qualification prescribed

Sl. No.	Name of the Post	Pay Band	No of vacancies	Educational Qualification prescribed	Place of vacancy
1	Junior Executive (Office)	19500-62000	75	1. Must be a Graduate in any discipline. 2. Must have passed in Cooperative Training as detailed in Rc. No. 51928/2013/SF2 dated 18.07.2013 of the Registrar of Cooperative societies, Chennai. Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Cooperative Training	66 Vacancies at Chennai 6 Vacancies at Tiruvannamalai 3 Vacancies at Erode

“Graduate” means, one who has passed

- (i) the graduation course as regular including ICC candidate (10+2+3) from a recognized University.
- (ii) 10th Std., + 3 years Diploma + 3 years Degree through Open University, Distance Education and Colleges (10+3+3).
- (iii) 11th Std., (Old SSLC) + 2 years Diploma in Teachers Training + 3 years Degree.
- (iv) 10th Std., + years ITI + 3 years Degree.
- (v) 10th Std., + 3 years Diploma + 2 years Degree (Lateral Entry)

Cooperative Training means:-

- A) (i) a full course of training successfully undergone in any one of the Cooperative Training Institute or in any of the Cooperative Training Colleges for intermediate or senior personnel conducted by National Council for Cooperative Training set up by the National Cooperative Union of India and
- (ii) a pass in the Government Technical Examination in Book Keeping, Banking, Cooperation and Auditing or the examination on these subjects conducted by the Tamil Nadu Public Service Commission, Chennai or the examinations for Cooperative supervisors Training course conducted by the Tamil Nadu Cooperative Union or the examinations for the Higher Diploma in Cooperation conducted by the Institute of Cooperative Management.

(Contd...)

- B. Short Term or condensed basic training course in Cooperation and has passed the examination for the cooperative supervisors training course and in possession of pass certificate issued by the Institute of Cooperative Management.
- C. Diploma course in Cooperation (full Time, Part time, Correspondence Course) of the Tamil Nadu Cooperative Union or Higher Diploma in Cooperation of the National Council for Cooperative Training and in possession of pass certificate issued by the Tamil Nadu Cooperative Union or the National Council for Cooperative Training as the case may be:

Provided that a person who is a B.Com., (Hons) M.Com., degree holder with Cooperation as special subject or M.A., (Cooperation) degree holder or a Post Graduate in Business Administration (Cooperation) of the Vaikunth Mehta National Institute of Cooperative Management, Pune or a Post Graduate Degree in Cooperation of any University recognized by U.G.C. shall be exempted from undergoing the training referred to above:

Provided further that a B.Com., degree holder with Cooperation as optional subject and B.A. (Cooperation) Degree holder shall be exempted from undergoing the training referred to in item A (i) above, but shall not be exempted from passing the examinations referred to in item A(ii) above in subjects which he had not studied in the B.Com., or B.A. (Cooperation) degree course.

Provided also that a person who is a M.Com., B.Com., (Hons.,) degree holder with a subject other than Cooperation as his special subject shall undergo the training course referred to in item A(i) above and shall pass the examinations referred to in item A(ii) above in subjects which he had not studied in his M.Com., or B.Com., (Hons...) Course.

4. Age Limit (as on 01.07.2018)

- (i) Minimum age: 18 years
(ii) Maximum age: OC : 30 years

No age limit for BC/MBC & DNC/SC/ST candidates.

Relaxation upto 10 years over and above the maximum age limit of 30 years prescribed under OC category, in respect of Differently abled candidates.

5. Application and Processing fee:

The Candidates belonging to the OC / BC / MBC & DNC will be required to pay an application and processing fee of Rs.250 (**Non-refundable**). The Candidates belonging to the SC / SC (A) / ST will be required to pay an application and processing fee of Rs.100 (**Non-refundable**). The application and processing fee should be sent through DD drawn in favour of “The Managing Director, TCMPF Ltd., Chennai – 51” along with the application.

(Contd...)

6. Procedure of selection:

The selection will be made in two successive stages, viz.

- (i) Written Examination – Objective type questions on English knowledge, Test of Reasoning, Quantitative Aptitude, General knowledge and Subject knowledge concerned.
- (ii) Oral Test in the form of an interview will be conducted in respect of candidates who have secured top marks in the written test.

7. General Information:

- The applicants applying for the examination should go through all instructions carefully and ensure that they fulfill all eligibility conditions. Their admission will be purely subject to satisfying of the eligibility conditions.
- The applicants should send two copies (candidate copy & office copy) of duly filled in Hall Ticket in the prescribed format. The Hall Tickets for eligible applicants will be sent by post. The applicants must comply with each and every instruction given in the Hall Ticket.
- Applicants should possess adequate knowledge of Tamil on the date of this notification.
- If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories.
- Incomplete applications and applications containing false claims or incorrect particulars relating to category of reservation / education qualification/ other basic qualification/age / communal categories will be liable for rejection.

The filled in application complete in all respects along with Demand Draft, Photocopies 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 and time mentioned in the advertisement. Management will not be responsible for any postal delay.

The name of the post to which applied for, should be indicated on the envelope by the candidate.

MANAGING DIRECTOR

APPLICATION FORM

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 01.07.2018 (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	BCM	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?										
	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										
f.	Diploma in Co.op.										

g.	Post Graduate Degree							
h.	M. Phil							
i.	Ph. D							
j.	PG Diploma							
k.	Others							
24.	Details of Previous employment if any	Name and address of the Institution		Designation & Salary drawn		From	To	
25.	Details of conviction / Punishment / Disqualification / criminal case, disciplinary proceedings etc., if any							
26.	Fees Remittance Details	Amount (Rs.)	DD No.	Date	Name of the Bank			
27.	Mobile No. / Phone No							

28. 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.

Date:

Place:

Signature of the Candidate

Encl :

1. Self attested photo copies of Certificates
2. Demand Draft
3. Self Addressed envelope
4. 2 copies of Hall Ticket duly filled in affixing the passport size photograph
5. Passport size photo – 2 Nos.
(should be enclosed along with application)

TAMIL NADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED
HALL TICKET
WRITTEN TEST FOR THE POST OF'2018

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

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. 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.
4. No mobiles and electronic devices will be allowed inside the examination Hall.
5. 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.
6. No candidate will be allowed to leave the Examination Hall till the time of closure of the written test.
7. Admission to written test will not confer any right of appointment.
8. Please see Additional Information and Instructions to Candidates in website www.aavinmilk.com.
9. 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.
10. Candidates should write their Roll No. only in the place prescribed. 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.

TAMIL NADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED

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