

### Annexure – II

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

1	Name of the District Cooperative Milk Producers' Union and address	The Tirupur District Co-op. Producers' Union Ltd., Veerapandy pirivu, Palladam road, Tirupur–641605.
2	Jurisdiction of the District Cooperative Milk Producers' Union	Tirupur District
3	Name of the post and vacancies to be filled up and educational qualification prescribed as follows	

Sl. No	Name of the Post	Scale of Pay	No. of vacancies	Communal turn	Educational Qualification prescribed
1.	Manager (Marketing)	Rs.37700-119500	1	GT - NP	Must possess any Degree and MBA from a recognized University / Institution (or) any degree and 2 years Post Graduate Diploma from a recognized University / Institution.
2.	Manager (Finance)	Rs.37700-119500	1	GT - NP	Must possess any Degree and CA Inter / ICWA Inter
3.	Manager (P&I)	Rs.55500-175700	3	GT - P	Must possess a Degree in Vety. Science from a recognized University. Must have registered with Vety. Council
				SC(A) - P	
				MBC & DNC - P	
4.	Deputy Manager (Dairying)	Rs.35900-112500	2	GT - P	Must possess Degree with IDD / NDD or Post Graduate Degree in Dairy Science / Dairying or B. Tech. in food Technology / Dairy Technology / food processing from any approved Institutions.
				SC(A) - P	
				SC(A) - P	
				MBC & DNC - P	
5.	Deputy Manager (Dairy Chemist)	Rs.35900-112500	1	GT- NP	Must possess Post Graduate Degree in Dairy Science / Dairy Chemistry / Chemistry / Bio-Chemistry / Bio – Tech/ Quality Control.
6.	Deputy Manager (Systems)	Rs.35900-113500	1	GT- NP	Must possess Bachelor Degree in Engineering (Information Technology) / (Computer Science)/ Master of Computer Applications from a recognized University.
7.	Executive (Lab)	Rs.20000-63500	1	GT- NP	Must possess Degree in Science. Must possess 2 years Diploma in Lab (Technician) issued by the Govt. / Govt. approved Institutions.



**TPR31 THE TIRUPUR DIST.CO-OP. MILK PRODUCER'S UNION LIMITED**

Veerapandy pirivu, Palladam road, Tirupur – 641 605

8.	Executive (Office)	Rs.20600-65500	9	GT – P	<p>Must possess Post Graduate Degree and Pass in Cooperative Training as detailed in Rc. No.51928/2013/SF2 dated 18.07.2013 of the Registrar of Cooperative societies, Chennai.</p> <p>Exemption for holders of degree in B.A (Co.op) or B.Com (Co.op) from passing Cooperative training</p>
				SC(A) – W (DW)	
				MBC & DNC – P	
				BC (OTM) - P	
				GT – NP (W)	
				SC – P	
				MBC – NP (W)	
				BC – NP (W)	
				GT – NP	
9.	Extension Officer Gr-II	Rs.20600-65500	2	GT - P	<p>Must be a graduate in any discipline</p> <p>1. 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.</p>
				SC(A) - P	<p>Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Cooperative Training</p>
10.	Junior. Executive (Office)	Rs.19500-62000	3	GT – P	<p>1. Must be a Graduate in any discipline.</p> <p>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.</p> <p>Exemption for holders of degree in B.A (Co.op.) or B.Com (Co.op) from passing Coop Training</p>
				SC(A) – P - (DW)	
				MBC – P	



11.	Private secretary Gr-III	Rs.19500-62000	1	GT – NP	Must possess a degree in any discipline Must have passed Typewriting English Higher Grade and Tamil Lower Grade & Shorthand English Higher Grade and Tamil Lower Grade
12.	Senior Factory Assistant	Rs.15700-50000	5	GT – P	Must have passed +2 (or) Must possess ITI in any trade
				SC(A) – P – W (DW)	
				MBC & DNC – P	
				BC(OTM) – P	
				GT – NP - (W)	
Total			30		

**\*\* Communal Roster Details**

(a)	General Turn – Open Competition – General – Priority*	(f)	SC – General – Non Priority - Destitute Widow
(b)	SC Arunthathiyar – Women – Priority* / Destitute Widow	(g)	BC – Other than Muslim – General - Non Priority
(c)	MBC & DC – General – Priority*	(h)	MBC- De-notified Class – General - Non Priority
(d)	BC - General – Priority*	(i)	Genl. Turn– Open Competition– Genl. – Non Priority
(e)	General Turn – Open Competition – Women – Non Priority – Destitute Widow		
(f)	In case of Non availability of Women candidates' men candidate will be considered, wherever applicable.		
(g)	In case of Non availability of Destitute Widow candidates Women candidate will be considered, wherever applicable.		

**4. Age for Recruitment (As on 1<sup>st</sup> July of 2020)**

(Please refer Enclosure – 1 Cadre wise)

(i) Minimum Age is 18Years

(ii) Maximum Age

Sl. No	Name of the Post	OC	SC/ST	BC/MBC/DNC
1.	Manager (Marketing)	30	No age limit	No age limit
2.	Manager (Finance)	30	No age limit	No age limit
3.	Manager (P&I)	30	No age limit	No age limit
4.	Deputy Manager (Dairying)	30	No age limit	No age limit
5.	Deputy Manager (dairy chemist)	30	No age limit	No age limit
6.	Deputy Manager (Systems)	30	No age limit	No age limit
7.	Executive (Lab)	30	No age limit	No age limit
8.	Executive (Office)	30	No age limit	No age limit
9.	Extension Officer Gr-II	30	No age limit	No age limit



10.	Junior. Executive (Office)	30	No age limit	No age limit
11.	Private secretary Gr-III	30	No age limit	No age limit
12.	Senior Factory Assistant	30	35	32

**5. 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 DD & 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 post applied for should be mentioned on the envelope as indicated below.



Annexure – III

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

APPLICATION FOR THE POST OF .....	
Advertisement No. – 3223/TPR/ESTT/2020-21	
To	
	The General Manager, The Tirupur District Cooperative Milk Producers' Union Limited, Veerapandy pirivu, Palladam road, Tirupur – 641 605.
From	
.....	
.....	
.....	



## 6. Mode of Payment of Processing Fee

Payment of Rs.250/= (Rupees Two Hundred and Fifty Only) per post should be made by way of demand draft only, drawn in favor of ***General Manager, The Tirupur District Co-operative Milk Producers' Union Limited and payable at Tirupur***. Demand draft can be drawn in any one of the Nationalized Banks/Cooperative Banks and processing fee 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.

## 7 (A) Selection Procedure – for the posts (Sl.No- 1 to 12) as below.

Selection will be made based on the Written Test marks obtained by the candidate.

Written Test	85marks
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Oral Test	15marks
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**Annexure – IV****“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES”****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. 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

### 3. 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	RDO/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 Errangollar) 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 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 Cast, Scheduled Tribes or Most Backward Classes/De-notified Communities or Backwards 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.



#### 4. 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.

S. NO	Order of Priority	Competent authority to issue the Certificate
1	Destitute Widow	RDO/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-Dravidar)	Tahsildar
3	Ex-Servicemen, Dependents of Ex- serviceman, Dependents of Serving Military service personnel's	Assistant Directors, Ex-servicemen Office. For serving, ex-serviceman 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	Tahsildar. 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.

#### 5. Communication with the Management

- Any communication intended for the Management must be made in writing and addressed only to the General Manager, Tirupur DCMPU Ltd, Tirupur.
- 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.
- Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will not receive any attention.
- The Management will receive communications only from candidates. Communications in the name of pleader or agent will not receive any attention.

## 6. Written Test

There will be a written test for the selection of the post of Private Secretary Grade III. 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.

## 7. 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/department/disqualification by any recruiting agency, criminal or any disciplinary proceedings 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, 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 selection 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/  
Typewritten/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. 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.

## **8. 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 candidate by the 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 compete for the appointment must be prepared to appear when summoned before the Management at the place notified at their own expenses.

**10. Payment of TA & DA**

Candidate is not entitled for traveling 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. 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) 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) Driving License.
- (vii) A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed\*
- (viii) A Certificates as evidence for claim in respect to Ex-serviceman\*
- (ix) 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 educational Qualification in Tamil Medium as per G.O.Ms.No.145 P&AR(S) Department dated 30-09-2010. If no evidence for Persons 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 certify that Thiru/Tmt \_\_\_\_\_ (Name) \_\_\_\_\_ has studied (course Name) \_\_\_\_\_ 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