



**TPR-31 THE TIRUPUR DIST.CO-OP. MILK PRODUCER'S UNION LTD**

Veerapandi Pirivu, Palladam Road, Tirupur – 641 605  
Phone:0421-2210150:::Email:tirupuraaavin@gmail.com

**“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES - 1”**

1.Name of the Union : **TPR-31 THE TIRUPUR DIST.CO-OPERATIVE MILK PRODUCER'S UNION LIMITED**

2.Jurisdiction of the DCMPU : TIRUPUR DISTRICT

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 Posts	Distribution of Vacancies			
				GT-NP	GT-P	SC(A)-P	MBC & DNC-P
1	Manager ( Engg.)	Rs.36700 -118200	1	1			
2	Deputy Manager (Marketing)	Rs.36900 -116600	3		1	1	1
	Total		4	1	1	1	1

3 (a) Communal Roster

SNo	Abbreviation	Full Form
A	GT-NP	General Turn - Non Priority (Open Competition)
B	GT-P	General Turn-Priority (Open Competition)
C	SC(A)-P-DW	SC- Arunthathiyar - Women- Priority - Destitute Widow
D	MBC & DNC-P	Most Backward Community - Denotified Class - Priority
	In case of non-availability of women candidates, men candidates will be considered wherever applicable	
	In case of non-availability of destitute widow candidates, women candidates will be considered wherever applicable	
	In case of non-availability of General Turn Priority candidates General Turn Non Priority candidates will be considered, wherever applicable.	

4. Prescribed Educational Qualification

Sl. No	Name of the Post	Prescribed Qualification
1	Manager (Engineering)	Must possess a Degree in Electrical & Electronics/ Electronics & Instrumentation/ Electrical & Instrumentation /Electronics and Communication / Automobile / Mechanical Engineering from a recognized University.
2	Deputy Manager (Marketing)	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.

## 5.Age for Recruitment (as on 1<sup>st</sup> January 2021 of the year)

(Please refer Enclosure -1 Cadre wise)

- i) Minimum age is 18 Years
- ii) Maximum age

Sl. No	Name of the Post	SC/SCA/ST	MBC/DNC/BC	OC
1.	Manager (Engg.)	No Age Limit	No Age Limit	30
2.	DM(Marketing)	No Age Limit	No Age Limit	30

Relaxation up to 10 years for differently abled candidates for all categories

## 6.Mode of Payment of Examination Fee :

### Online Application and Processing Fees:

Candidates belonging to the OC / BC / MBC / DNC will be required to pay an Application Fee of Rs.250/- **(Non Refundable)**. The Candidates belonging to the SC/SC (A)/ST will be required to remit an Application Fee of Rs.100/- **(Non Refundable)**. Bank processing charges will be applicant's responsibilities and this office will not bear any expenditure towards submitting applications for the posts mentioned above.

### 6 (a).Remittance of Application Fee:

- I. Online payment of application can be remitted through the Applicant LOGIN (or)
- II. Demand Draft can be sent to "The General Manager, Tirupur Dist.Co-op.Milk Producers' Union Ltd., Veerapandi Pirivu, Palladam Road, Tirupur - 641 605" drawn in favour of "The General Manager, Tirupur DCMPU Limited payable at Tirupur by Speed / Registered post(s) by mentioning their **name & application number** [auto generated while submitting online application. (Eg."MAE99999" / "DMM99999") on the reverse of the DD **in pencil** before the last date of receipt of application without fail.

## 7. How to Apply: (Through Online Only) -

Visit Website: [www.tirupuraavin.com](http://www.tirupuraavin.com)

Application format and other details such as prescribed qualifications, age and mode of selection for the above post are available in [www.tirupuraavin.com](http://www.tirupuraavin.com) and [www.aavinmilk.com](http://www.aavinmilk.com). The application should be filled through **ONLINE** only and applications sent through other sources (By Posts, Couriers etc.,) will **NOT BE ACCEPTED** strictly. Email IDs /Mobile Numbers of applicants are mandatory data to be furnished in the application. Applicants shall have to appear for written test based on their eligibility and the date of exam will be intimated soon after the last date & time of deadline. After successful submission of online application, download and

take printouts of the applications, which should be produced as evidential proof for writing examination.

**Last Date for Receipt of Application: 11.02.2021 up to 5.30 P.M.**

### **7 (A) Selection Procedure –**

Selection will be made based on the marks obtained in the written test written test and oral test.

- |                     |          |
|---------------------|----------|
| a) For written test | 85 Marks |
| b) For Oral         | 15 marks |

### **ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-2"**

#### **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 BMC) OF BMC, 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	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 2<sup>nd</sup> 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 'Others' 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.

<b>Order of priority</b>	<b>Competent authority to issue the</b>
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	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	Tahsildar
6. Owners of land acquired by	Tahsildar
7. Physically handicapped exclusively	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**

- A. Any communication intended for the Management must be made in writing and addressed only to the The General Manager, Tirupur District Co operative Milk Producers' Union Limited, Veerapandi Pirivu, Palladam Road, Tirupur - 641 605
- B. 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.
- C. Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will not receive any attention.
- D. The Management will receive communications only from candidates. Communications in the name of pleader or agent will not receive any attention.

## **7. Written Test**

- A. There will be a written test for the selection of post(s).
- B. Since these posts have been applied through online, applicants should necessarily bring their application print outs as a proof of evidence for the written test with their passport size photograph. Before appearing for the written test the applicants should ensure that the Application Fees of Rs.250/= (or) Rs.100/= (as the case may be) are promptly remitted to the management as per the guidelines given above, failing which the defaulters will not be allowed for written test.

## **8. Disqualification / Debarment**

### **Disqualification:**

- a) 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.
- b) If a candidate appeals to examiner in the answer books to value liberally award more marks / be sympathetic etc.,

- c) If a candidate writes anything unconnected to the question or any irrelevant / impertinent matter.
- d) 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**

1. 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.
2. Candidates furnishing false particulars in the matter of qualification or the nature of pass in various subjects, experience gained, their religion or community etc.
3. Suppression of materials information regarding
4. Employment in Government or Local Bodies, Public Corporations etc.,
5. 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 nay, 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.
6. 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
7. Candidates resorting to any malpractices in the examination hall such as Copying from another candidate in the examination hall, Permitting others to copy from his answer book / 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
8. 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 own expenses.

## **10. Payment of TA & DA**

Candidate 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 any 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 bold letters on the 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.

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 a scribe subject to the following Conditions;

- a) The Management will arrange for the scribe and will also pay them.
- b) The scribes should possess the same or equivalent qualification as possessed by the disabled persons, particularly hands.
- c) Scribes will not be appointed on regular basis as full time Government servants.
- d) 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.
- e) 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 aircase, 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.

<p><b>PSTM Certificate</b>  <b>(To be issued only by the Head of Institution)</b></p>
<p>This is certify that Thiru/Tmt _____ (Name)          _____ has studied(course Name)          _____ during the year _____ to _____          in Tamil Medium.</p>
<p>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.</p>
<p>Date:          Place :</p>
<p>Registrar / Principal</p>
<p>Seal of the          Institution</p>