

NOTIFICATION AND OTHER GUIDELINES

TID 483 THENI DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED
W/23, D68 Flat.No: 183, Gandiji Main Road, N.R.T Nagar, Allinagaram,
Theni- 625 531.

DIRECT RECRUITMENT FOR VARIOUS POSTS IN **THENI DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED**

NOTIFICATION

Applications from qualified and eligible persons are invited through online from 30.01.2021, 12:00 P.M. to 09.02.2021 05:30 P.M. for vacant posts existing in various categories in the Theni District Cooperative Milk Producers Union Limited under Direct Recruitment Rules.

I) Name of the Post & Qualification prescribed

- **MANGER ACCOUNTS :** (Level of pay Rs.37700-119500)

Must Posses Degree and CA Inter/ICWA Inter.

- **Deputy Manager (QC):** (Level of pay Rs.35900 - 112500)

Must possess post Graduate degree in Dairy Science/ Dairy Chemistry/ Chemistry/ Bio Chemistry/ Bio Technology/ Quality Control.

- **Deputy Manager (DC):** (Level of pay Rs.35900 - 112500)

Must possess Post Graduate Degree in Dairy Science / Dairy Chemistry / Chemistry / Bio-Chemistry / Bio – Tech.

- **Extension Officer Grade II :** (Level of pay Rs.20600 - 65500)

1. Must be graduate in any discipline.
2. Must have pass in Cooperative Training (or)
3. Exemption for holders of degree BA (Coop) or B.Com (Coop) from passing Cooperative Training.

- **EXECUTIVE (OFFICE):** (Level of pay Rs.20600 - 65500)

1. Must be Post Graduate in any discipline.
2. Must have passed in Diploma in Cooperative Management Or Degree in BA(Coop) (or) B.com (Coop) from passing cooperative training.

- **Junior Executive (Office):** (Level of pay Rs.19500 - 62000)
 1. Must be Graduate in any discipline.
 2. Must have passed in Diploma in Cooperative Management or Degree in BA(Coop) (or) B.com (Coop) from passing cooperative training.
- **Private secretary Grade III (In the Cadre of Junior Executive (Typing)) :** (Level of pay Rs.20600 - 65500)
 1. Must possess a graduate in any degree with recognized university.
 2. Must be possessed Type writing both in Higher (Tamil & English) and proficient in Microsoft Office Applications and Typing.
- **Office Assistant:** (Level of pay Rs.15700 - 50000)
 1. A pass in 8th Std or its Equivalent.

II) Qualification in Tamil:

Every Candidate on the date of the Notification for the post should possess adequate knowledge in Tamil.

Explanation:

For this purpose a person will be deemed to possess an adequate knowledge in Tamil,

- a) if he / she passed the S.S.L.C. Public Examination or equivalent examination with Tamil as one of the subject.

(OR)

- b) the candidate should pass the Tamil language proficiency test, conducted by the Tamil Nadu Public Service Commission within 3 years from the entry into service.

III) The details of vacancies are given below:

Name of the post	No. of vacancies	pay Level	Place of work
Manager Accounts	1	37700-119500	Theni District Cooperative Milk Producers Union Ltd., Theni.
Deputy Manager (QC)	1	35900 - 112500	
Deputy Manager (DC)	1	35900 - 112500	
Executive office	1	20600 - 65500	
Extension Officer Grade II	1	20600 - 65500	
Junior Executive (Office)	1	19500 - 62000	
Private Secretary Grade III (In the Cadre of Junior Executive (Typing))	1	20600 - 65500	
Office Assistant	1	15700 - 50000	

IV. Community wise break up

Rule of reservation is applicable to these posts.

Name of the post	No. of vacancies	Communal turn - Reservation
Manager Accounts	1	GT-NP
Deputy Manager (QC)	1	GT - NP
Deputy Manager (DC)	1	GT - NP
Extension Officer Grade II	1	GT - P
Executive (Office)	1	GT-P
Junior Executive Office	1	GT - P

Private Secretary Grade III (In the Cadre of Junior Executive (Typing))	1	GT - NP
Office Assistant	1	SCA - P

Abbreviations:

GT- General Turn; BC (OTM) - Backward Classes (Other than Backward Class Muslims); BC (M) - Backward Class Muslims; MBC & DNC - Most Backward Classes and Denotified Communities; SC - Scheduled Castes; SC(A) - Scheduled Castes (Arunthathiyars on Preferential basis); NP - Non Priority; P - Priority; W - Women; DW - Destitute Widow; PSTM - Persons studied in Tamil Medium

Note: The estimated number of vacancies given above is tentative.

The post reserved for SC Arunthathiyar is on preferential basis. If no qualified Arunthathiar candidates are available, such vacancies shall be filled up with qualified SC candidates.

If no qualified women candidates are available against the post reserved to them, the same will be filled up with qualified male candidates from the respective community.

If no qualified Ex-servicemen candidates are available against the post reserved to them, the same will be filled up with qualified Non-Ex-servicemen candidates from the respective community.

The post reserved for Persons studied in Tamil Medium is on preferential basis. If no qualified Persons studied in Tamil Medium candidates are available, such vacancies shall be filled up with other qualified candidates from the respective community.

V) 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.

Order of Priority	Competent authority to issue the Certificate
1. Destitute Widow	R.D.O / Asst. Collector / Sub Collector / Personal Assistant (General) to the Collector / District Adi-Dravidar Welfare officer.
2. Inter caste marriage (one of spouse should belongs to Hindu Adi Dravida)	Tahsildar
3. Ex-Serviceman, Dependants of Ex-Serviceman, Dependants of Servicing Military service personnel's	Assistant Director, Ex-serviceman 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.

If suitable and sufficient number of candidates is not available under the priority category, such vacant posts shall be filled up with Non-Priority candidates from the respective community.

VI) Community Certificate:

In the case of an applicant who claims to be a member of SC / SC(A) or ST or MBC / DNC or BC (Other than BCM) or BCM, a certificate from the following authority noted against each should be produced in the prescribed form as specified in G.O.Ms.No.781, Revenue Department, Dated 2nd 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 / District Adi-Dravidar Welfare officer.
2. SC / SC(A)	Taluk Tahsildar
3. MBC / DNC, BC (Other than BC-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 Erragollar) included in the list of MBC/DNC	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, Date 2nd 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 Castes, Scheduled Tribes or Most 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.

VII) AGE: As on 01.01.2021:

- For the posts of Manager Accounts, Deputy Manager (QC), Deputy Manager (DC), Extension Officer Grade II, (Executive office), Junior Executive (Office), Private Secretary Grade III (In the Cadre of Junior Executive (Typing)).

Category	SCA	SC	ST	MBC&DNC	BC	BC(M)	OC
Minimum Age Limit	18 Years Completed						
Maximum Age Limit in years	No age limit						30

- For the posts of Office Assistant.

Category	SCA	SC	ST	MBC&DNC	BC	BC(M)	OC
Minimum Age Limit	18 Years Completed						
Maximum Age Limit in years	35	35	35	32	32	32	30

Age Relaxation:

Relaxation of age upto 10 years will be considered in respect of differently abled persons under each community as per G.O.Ms.No.704 Public (Services – A) Department dated 15.04.1964.

The maximum age limit for destitute widow will be as that of the age limit followed for scheduled caste candidate i.e. 35 years of age for all community as per G.O.Ms.No.225 Personnel and Administrative Reforms (Personnel) – M) Department dated 08.03.1984.

For Ex-Serviceman candidate belonging to general category the maximum age limit will be 48 years of age and for Ex-serviceman candidate belonging to all other community other than general category ie. Scheduled caste, Scheduled caste Arunthathiar, Scheduled tribe, Backward class, Backward class Muslim, Most Backward class, De notified communities, the maximum age limit will be 53 years of age as per G.O.Ms.No.988 Personnel and Administrative Reforms (PER-R) department dated 22.09.1981

VIII) How to Apply:

Eligible candidates should apply through online only. Candidates who have been sponsored by Employment Exchange should also apply through on-line. The Ex-Serviceman candidates sponsored by the Directorate of Ex-serviceman welfare should also apply through online. For applying through on-line, candidate can visit the website: www.theniaavinrecruitment.com Candidates are instructed to go through the guidelines before filling the application on-line.

If a candidate is eligible for more than one post, he / she should apply for each post separately.

Note:

Candidates are advised to read carefully, important instructions / guidelines given in the website before applying online. However, in case of a candidate applying without being eligible, his/ her application will be summarily rejected and his / her fee will be forfeited. No communication will be entertained in this matter.

IX) Application Fee and Mode of Payment:

Application fee of Rs.250/- (Non-refundable) [Rs.212+Rs.38 GST (18%)] shall be paid through Debit Card/Credit Card/Net Banking/UPI by the candidates belonging to OC / BC / BC (Muslim) / MBC & DNC Communities.

Application fee of Rs.100/- (Non-refundable) [Rs.85+Rs.15 GST (18%)] shall be paid through Debit Card/Credit Card/Net Banking/UPI by the candidates belonging to SC / ST / SC (A) Communities.

The Application fees paid by the candidates are non-refundable under any circumstances.

X) Selection process:

Name of the post	Selection process
Manager Accounts, Deputy Manager (QC), Deputy Manager (DC), Extension Officer Grade II, Executive (Office), Junior Executive (Office), Private Secretary Grade III (In the Cadre of Junior Executive (Typing)).	Selection will be made based on the marks obtained by the eligible candidate in the Written Test for 85 marks and Oral Interview for 15 marks. Wherever knowledge in Computer / Microsoft Office Applications / Typing is specified, Skill Test will be conducted at the time of interview for which 5 Marks will be given out of the allotted 15 Marks for Oral Interview / Assessment.

Name of the post	Selection process
Office Assistant	Selection will be based on the marks obtained by the candidate in the academic qualification for 90 marks and Oral Test for 10 marks.

Those candidates who have an overall score of less than 40% marks shall not be considered for selection.

The selection of candidate will be based on merit cum Communal Rotation under 200 points communal Roaster as per G.O.Ms.No.142, P&AR(K) Department dated 14.10.2009 read with G.O.Ms.No.55, P &AR(S) Department dated 08.04.2010.

The G.O.Ms.No.188 P&AR (PERS.P) Department dated 28.12.1976 on the priority status will be followed in recruiting the candidates under priority category. If no suitable candidate under priority category is available, the post may be filled up with non priority candidates from the same community, as per the provisions available under G.O.Ms.No.541, P&AR (Per.R) Department dated 21.09.1989.

The order of priority applicable for filling the priorities for state public sector undertakings will be followed for the selections of eligible candidates under priority.

Similarly, in respect of posts reserved for women candidates, if no suitable women candidate is available such posts may be filled up with eligible male candidates from the same category as per the provisions in G.O.Ms.No.89, P & AR (Per.S) Dept. dated 17.02.1989.

XI) Other Conditions:

- i) The applicants applying for the post should go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their selection will be purely subject to satisfying of the eligibility conditions.
- ii) Incomplete application and applications containing false claims or incorrect particulars relating to category of reservation / education qualification / other basic qualification / age / communal categories, etc. will be liable for rejection.
- iii) Selection of candidate by the Management carries with it no guarantee of actual appointment.
- iv) The Number of vacancies advertised is only approximate and is liable to vary.

- v) Only eligible candidates will be called for the Written Test (for the posts for which Written Test is specified) / Certificate Verification (for the posts for which there is no Written Test), based on the claims made in the online application and no communication will be made to the ineligible candidates.
- vi) Hall Ticket / Call Letter for the eligible candidates for the Written Test / Certificate Verification will be made available in the website for downloading by the candidates. The Hall Ticket will not be sent by post. The applicants must comply with each and every instruction given in the Hall Ticket / Call Letter.
- vii) Written Test (for the posts for which Written Test is specified) will be of objective type and related to the subject connected with the post to which recruitment is being made, Aptitude and General Knowledge / Current affairs.
- viii) Location for the Written Test selected by the candidate (preference location) (for the posts for which Written Test is specified) will be allotted by the Management on first come first serve basis, subject to availability and communicated to the candidate in the Hall Ticket. Once allotted, no request for change in Written Test location will be entertained by the Management.
- ix) Visually impaired candidates and orthopedically challenged candidates who are unable to use their hands for writing (for the posts for which Written Test is specified), are allowed the assistance of a competent and qualified scribe. The Management will arrange for the Scribes, on prior notice and will also pay for them. They will be granted half an hour extra time for writing the examination.

Provided that the Visually impaired candidate 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 / her own.
- x) Details of higher qualification or additional qualification, if any, obtained by a candidate should be submitted in the application. 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.
- xi) The claim of the candidates with regard to the date of birth, educational / technical qualifications, community and priority are accepted only on the information furnished by them in their online applications. Their candidature therefore will be provisional and subject to the Management satisfying itself, about their age, educational / technical qualifications, community, etc. Mere inclusion of name in the selection 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.

- xii) For the posts for which Written Test is specified, based on the marks obtained in the Written Test and subject to the communal turn, candidates shall be admitted to original certificate verification – cum - Oral Test. The number of candidates to be admitted to the Oral Interview will be in the ratio of 1 : 5 (top marks scored by the candidates in the Written Test) communal roster wise and call letters will be sent only to them.
- xiii) For the posts for which there is no Written Test, the eligible applicants will be called for Certificate Verification and Oral Test shall be conducted after the verification of certificates.
- xiv) The candidature of candidates, if found ineligible, shall stand cancelled even after declaration of their result.
- xv) A candidate found by the Management qualified to compete for the appointment must appear for Written Exam / Certificate Verification / Oral Interview, when summoned, before the Management at the place mentioned at their own expenses (i.e. They are not entitled for any TA/DA).

Disqualification / Debarment

Disqualification:

If a candidate attempts to canvas or bring influence on the authorities concerned or any member of the Committees personally / by letter / through relatives, friends, patrons, officials or other persons.

Debarment:

- a) If the applicant attempts any tampering, alteration with the documents or certificates, he / she is liable to be debarred from appearing for any of the selection 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, religion, community, priority, etc.
- (ii) Suppression of material information regarding
- Employment in Government / Local Bodies / Public Corporations, etc.
 - arrest, convictions / debarment / 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, order / 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.

- 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 Selection by the Management permanently or for such a period as the Management may decide.

Communication with the Management

- i) Any communication intended for the Management must be made in writing and addressed only to the General Manager, Theni DCMPF Ltd., Theni.
- 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) Communications 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.

List of Documents to be produced at the time of Certificate Verification / Oral interview (*If applicable)

1. Evidence of Date of Birth (SSLC / HSC / TC)
2. Community Certificate from the competent authority*
3. Evidence of Educational / Technical qualifications (SSLC / Certificate Course / HSC / ITI / Diploma / Degree / PG Degree, etc.)
4. Evidence for Typewriting / Shorthand qualifications*
5. Evidence of Tamil qualification (viz. SSLC / HSC / Degree / Certificate for having passed Tamil conducted by the Tamil Nadu Public Service Commission)
6. 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*
7. A certificate of Destitute Widow from the RDO or the Assistant Collector or the Sub-Collector concerned in the format prescribed*
8. A certificate as evidence for claim in respect of Ex-Serviceman*

9. If applied claiming any priority, the concerned priority certificate issued by the competent authority should be produced*
10. 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*

Applicants requiring clarification, can contact the office of the Theni District Cooperative Milk Producers Union Limited in person or over the Telephone No. 04546-250701 on all working days between 10.00 A.M. and 5.30 P.M.

Last date of Receipt of application 09.02.2021

Queries relating to online application may be sent to
[***gmaavinteni@gmail.com***](mailto:gmaavinteni@gmail.com)

For Theni DCMPU Ltd.,

General Manager