

VRD1000. Virudhunagar District Cooperative Milk Producers Union Ltd., Srivilliputtur.

“ADDITIONAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES-2”

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 enclosures 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.

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 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 of Chennai / District Adi-Draavidar Welfare officer.
2. SC/SC (A)	Taluk Tahsildar.
1. 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 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 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 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.

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.

4. Communication with the Management

- i) Any communication intended for the Management must be made in writing and addressed only to the General Manager, VIRUDHUNGAR DCMPU Ltd., Srivilliputtur.
- 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.

5. Written Test :

There will be a written test for the selection of post(s) of Manager and above. 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.

6. 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 candidate 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 proceeding 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 Judgement 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.
- (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) 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 unauthorised 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

(e) 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, Text 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.

7. Minimum marks prescribed for selection

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

8. Payment of TA & DA

Candidate is not entitled for travelling allowance and Dearness Allowance.

9. 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.

Note: Failure to comply with instructions (i) and (ii) above will entail rejection of the application.

10. 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)** The employee should produce experience certificate issued by the Board of MPCs concerned. The certificate should be based on the records of the society.