

TIRHUT DUGDH UTPADAK SAHKARI SANGH LTD.,Muzaffarpur Dairy,
Post- Kalwari,Muzaffarpur-843108(Bihar)
Mobile No.: 7070992951-52,Tel no. 0621-2264030,Fax-0612-2250325
Web: www.sudhatimul.in,E-mail :tirhutnin@gmail.com

APPLICATION FORMAT

(space for affixing
recent passport size
color photograph)

For office use only

Application No.

Date of Receipt-

Post applied for.....Advertisement No. 01/2017

1. Name in full [IN BLOCK LETTERS] :-
2. Father's /Husband Name :-
3. Date of Birth & Age :-
4. Place of Birth :-
5. Nationality :-
6. Permanent Address :-

7. Address for correspondence (mention contact Tel./Mob. :-

8. Whether the applicant belongs to SC/ST/BC/EBC/BC-W :-
 If yes, please write category to which you belong and attach a copy of certificate issued by Competent Authority.
9. Educational/Professional qualifications(beginning with :-
 SSC/SSLC examination) & [Diploma/Degree with University/
 Institution name must be written clearly]
 Attested Xerox copies of all certificate to be enclosed.

qualification	Discipline/ subject	Year of passing	Board/University/ Institution	Percentage of Marks	Rank/class

10. Details of previous/present employment held .if any in Chronological-order starting from present positions to Backwards :-

Post held	Period of service			Pay scale	Name/place/state of Organisation	Nature of Duties (in brief)
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in months			

11. Total experience [as mentioned at column 10] (YY/MM/DD) :

12. Details of Courses/Training completes in service :

13. State and describe your 5 best and worst qualities in your own words (max.150 words) :

14. State and describe (in your own words) two of your most Challenging & successful assignments till date :

15. Details of Demand Draft :- (A) Demand Draft No. & Date _____
 (B) Name of the Issuing Bank _____
 (C) Amount _____

16. Any other additional relevant information including reference:

17. a) Have you ever been detained in police custody or not ?

If yes ,give complete details of it

b) Whether you ever been convicted by any Court of Law or not?

If yes ,give complete details of it

c) Whether any criminal case is pending or contemplated against:

you in any Court of Law or not? If yes ,please give complete details thereto.

DECLARATION

I hereby certify that the foregoing is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case it is found to the contrary ,my services will be liable to be terminated without any notice or reasons thereof.

Date :-.....

Signature of Candidate.....

Place :-.....

Name of the Candidate:-.....

Instructions

1. Please use CAPITAL LETTERS for filling the form.
2. Paste your photograph on the specified space, do not staple or PIN the photograph .Put a signature on the specified Block, do not Overwrite.
3. The Demand Draft should be in favour of Tirhut Dugdh Utpadak Sahkari Sangh Ltd Muzaffarpur payable at Muzaffarpur of Rs. 500/-
4. Please put a Tick (√) mark where necessary.
5. Only downloaded Application Form from the website www.sudhatimul.in /www.sudha.coop can be filled up and send to us. No other format will be accepted.
6. Before applying ,the Candidate should ensure he/she fulfils the eligibility criteria and other norms mentioned in the advertisement hosted on the website www.sudhatimul.in/www.sudha.coop Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment if any information provided by the candidate is found to be false or not in conformity with eligibility criteria mentioned in the advertisement. If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
7. If the candidate desires to be considered against a specific category as filled by him/ her in application ,subsequent representation for change of category status will not be entertained under any circumstances.
8. Eligible candidate shortlisted based on the initial scrutiny will be called for interview/written test depending upon the number of candidates suitable communications in this regard will be sent to the candidates individually. Candidates called for interview will not paid T.A as per rules of TIMUL.
9. Any subsequent amendment /notice/ clarification etc., if any , will be made available in TIMUL/COMFED website only. As such candidates are advised to keep visiting TIMUL/COMFED website www.sudhatimul.in/ www.sudha.coop from time to time till completion on recruitment process of the post.
10. Incomplete application is liable for rejection.
11. Application fee shall not be refunded under any circumstances. Candidates apply for more than one post is required to fill application form separately along with application fee.
12. Those already in employment in Govt. Department PSU'S / Autonomous body should apply "through proper channel " with "No Objection certificate"from their employer. However an advance copy of application may be sent and in this case "No objection certificate" from the existing employer will have to submit during interview in case the candidate is shortlisted. Application received of internal candidate of Comfed and its Unit/Union through proper channel will only be considered
13. The number of vacancies indicated in the employment notice is tentative. TIMUL reserves the right to increase / decrease the number of posts, at the time of selection.
14. Canvassing in any form during any stage of recruitment will lead to cancellation of candidature. Court's Jurisdiction for any dispute will be at Muzaffarpur only.
15. Age, experience and qualifications will be reckoned as on last date of submission of application form. Self-attested photostate copies of documents in support of Age, Qualifications (including all mark sheets clearly indicating the division of passing / percentage of marks), Work Experience, Caste etc. along with the Demand Draft of Rs. 500/- (Rupees Five Hundred only) in favour of " Tirhut Dugdh Utpadak Sahkari Sangh Ltd Muzaffarpur payable at Muzaffarpur and two recent passport size photographs, should be attached with the Application form. Application form along with documents are to be sent by Registered post/Speed post/Courier services only to TIMUL, Muzaffarpur.

16. Application complete in all respect in envelope superscripted “Application for the : (Name of the post)” and Advertisement No Timul/01/2017“should reach by 25th July 2017.

17. Application duly filled with all relevant documents must reach to us on or before 25th July 2017 at our following address, addressed to-

Managing Director,
Tirhut Dugdh Utpadak Sahkari Sangh Ltd Muzaffarpur
P.O- kalwari, Muzaffarpur – 843108 ,Bihar

18. TIMUL will not be responsible for any postal delay at any stage.

19. The application received after the last date will be summarily rejected and application fee forfeited.

20. Reservation for SC/ST,BC/EBC (Non-creamy layer) for all posts exists and as per the Reservation Roster Policies '. Relaxation in age shall be by 3 years for BC/EBC candidates and 5 years for SC/ST candidates. Benefits of reservation will be given to candidates domiciled in the state of Bihar only. Candidates applying for the reserved posts should clearly state at the specified place to which category they belong. BC/EBC candidates should attach Non-Creamy layer caste certificate issued by the competent authority and SC/ST candidates should attach caste certificate issued by the competent authority. The form of caste certificate produced must be in the format as prescribed by the state Government.

21. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the interview.

22. No. INTERIM QUERIES regarding test/interview/selection will be entertained.

23. Management reserves the right to modify/cancel the employment notification.

24. The decision of Management regarding selection shall be final.

25. Check list for the document desired for Qualification and Experience.

- a. Two recent passport size color photographs
- b. High School certificate for proof of Date of Birth
- c. Certificates of Academic & professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/Post-Graduation as applicable)
- d. SC/ST/BC/EBC Certificate if applicable. (Only caste certificate for reservation for posts under Govt. of Bihar is acceptable)
- e. Proof of identity & Address (Passport,Voter ID, Driving Licence,Aadhaar Card etc)
- f. Proof of different periods of experience as claimed in your application (if applicable)
- g. Any other document in support of your candidature.