

Job Description for Post Under Staff Regulation

1. Assistant Engineer (Mechanical)

The Assistant Engineer (Mechanical) supervises the operation, maintenance, and upkeep of all dairy process equipment and utilities, including boilers, refrigeration, air, and water systems. He/She oversees process machinery such as pasteurizers, homogenizers, separators, silos, pumps, and valves, monitors operational parameters, and to ensure that preventive and breakdown maintenance is performed safely and efficiently. Responsibilities include supervising fabrication, installation, and modification of equipments, pipelines and tanks, maintaining rotating equipment, preparing spares and consumable indents, coordinating with electrical and instrumentation teams, and planning overhauls or shutdowns. To ensure statutory compliance, safety adherence, and FSSAI/ISO standards, maintain records of energy, power, water, and utility parameters. He/She supervises operation and maintenance of utilities and equipments, to participate in process improvement and energy conservation, report deviations if any to higher officers, to perform emergency or shift duties as and when required, and to support cross-functional teams to ensure uninterrupted operations. He/She shall learn operations and maintenance practices of other engineering disciplines and supervise such works as and when required.

2. Assistant Engineer - Electrical

The Assistant Engineer-Electrical supervises the operation, maintenance, and control room operation of the fully automatic milk powder plant and all associated dairy equipment and utilities. Responsibilities include maintaining HT/LT distribution systems, transformers, switchgear, DG sets, MCCs, panels, motors, drives, and associated cabling, performing preventive and breakdown maintenance, monitoring load, voltage, and power factor, and coordinating with mechanical and instrumentation teams. He/She ensures statutory and safety compliance, supervises operation and maintenance of electrical utilities, prepares spares and consumables records, participates in energy efficiency initiatives, assists in power and control wiring and basic instrumentation repairs, and supports project modifications or installations. The AE maintains logs of operational parameters, ensures uninterrupted power supply, reports deviations to higher officers, performs emergency or shift duties, and undertakes cross-functional supervision. He/She must learn operations and maintenance practices of other engineering disciplines and supervise such works as and when required. Shall attend to 8 hour shift duty round the clock on rotation basis. Shall have to design and prepare project reports. Shall have to supervise and monitor projects.

3. Assistant Marketing Officer

Job demands extensive field travel. Duties will be related to overall activities in the Marketing section which includes Market Development activities, Implement sales strategies and promotional activities to boost product visibility and sales, Coordinate with distributors and retailers to ensure efficient product distribution and address logistical challenges.

Planning, Devising & Execution of yearly plan of operations. Monitor market trends, competitor activities and customer preferences to develop marketing strategies. Prepare regular reports on sales performance, market feedback, and promotional activities for management review. Market Intelligence activities, Distribution route Inspection to ensure timely delivery. Customer complaint redressal. Modern trade & E-Commerce. Social media campaign, Managing various tenders including E-tender. Documentation works of the

Marketing section. Shall have to work in field level both in rural and urban areas. Shall have to attend duty at night hours as and when required.

4. Assistant Dairy Officer

Duties will be related to supervising activities in the Production section which includes planning and executing the production activities like, processing, storage, packing, dispatch with effective utilization of manpower. Ensure optimum stock of products. Monitoring of processes & Implementation of Technology and continual improvement through FSMS and documentation in Dairies. Will be responsible for supervision of manufacturing of milk products. Arrangement of manual cleaning activities and its monitoring. Monitoring of CIP and its effectiveness, Minimizing total solid losses. Shall have to work in eight hours shift duty round the clock on rotation basis. Should work in close co-ordination with Quality Assurance, Engineering, Marketing and Purchase department of the dairies.

5. Assistant HRD Officer

Duties will be related to overall activities in the HRD & Administration section which includes Recruitment to temporary vacancies in the workmen cadre, Training & Development activities, Preparation of Pay and Allowance bill of employees, maintenance of Employee Relations, Performance Management, Management Policy Implementation, Record Maintenance, Attending to matters related to Labour and Industrial relations, Coordination of administrative functions, legal compliance related to outsourced labour contracts, Undertake Employee welfare activities. Documentation works of the HRD & ADM section in manual as well as in digital formats.

6. Assistant Quality Assurance Officer

Duties will be related to overall activities in the Quality Assurance section starting from the testing of raw material till the final product, for its physical, chemical and bacteriological/microbiological analysis. Implementation of proper testing procedures and continual improvement through FSMS in Dairies, monitoring of the day to day processing activities in the production wing by implementing GMP, GLP, GHP, housekeeping and allied works with eight hours shift duty round the clock on rotation basis. Documentation works of the Quality Assurance Section in manual as well as in digital formats. Ensuring the accuracy of the tests performed. Conduct of Repeat tests. Ensuring the stock and quality of the testing materials. Compliance with legal testing requirements. Apportioning of the milk received from BMCs. Calibration of equipment's.

7. Assistant Veterinary Officer

Conducting animal health camps at field level, Conducting awareness classes to dairy farmers, Preparation of extension materials related to milk quality improvement, cost effective dairy farming, clean milk production, etc. Coordinating the activities to reduce the cost of milk production, Coordinate the supply of Feed and fodder, Field level implementation of various programmes for increasing milk production, improving chemical & microbial quality of milk, clean milk production, etc. envisaged in the Yearly Plan of Operations of Procurement & Input Department, Impart knowledge of dairy animal ration balancing among farmers, Organizing Training Programmes at DCS Level, Implementation of FSMS in DCS, Carry out the activities for scientific breeding and health management of dairy animals, within the scope of the Union, Monitoring the functioning of Bulk Milk Cooling units (BMCs) installed at DCS, Monitoring of the milk procurement tanker & cluster routes Coordinate Piece Rate Contractors with respect to testing and BMC maintenance, Coordinate the activities of De-Centralized Veterinary Units (DVUs), Documentation works of the Procurement & Input section in manual as well as in digital formats.

8. Junior Systems Officer

The Junior System Officer ensures the organization's IT infrastructure, systems, and software applications run efficiently and remain secure. The role involves managing computers, servers, and networks, performing regular system updates, maintenance and backups to ensure reliability and data protection. The officer assists in software development, testing and deployment, supports database management and cloud-based applications, implements software security, cyber security measures to safeguard organizational data and systems. They also oversee asset and inventory management, keeping accurate records of IT hardware and software resources. In addition, the Junior System Officer provides/ resolves IT-related issues, maintains comprehensive documentation and provide technical support. The role includes conducting training and capacity-building programs to enhance technical proficiency and cyber security awareness of staff, while collaborating with teams to improve system performance, support innovation, and ensure compliance with IT policies and best practices.

Job Description for Post Under Standing Order

1. System Supervisor

The System Supervisor is responsible for the smooth and efficient operation of the Units IT infrastructure, including hardware, networking, software, and cloud-based systems. This includes managing computers, servers, UPS, and network devices, maintaining LAN, WAN, and internet connectivity, and overseeing software development, database administration, and cloud systems with regular updates and backups. The role also involves ensuring network and data security through firewalls and policies, coordinating with vendors and service providers for maintenance and repairs, maintaining IT asset and inventory records, providing technical

support to all departments, generating reports, and conducting staff training to optimise the use of technology and ensure uninterrupted operations across the Unit.

2.Junior Assistant

Maintain files, accurate records, and databases.- Prepare file, and retrieve documents efficiently.- Manage phone calls, emails, and correspondence.-Maintain healthy relationship and to provide support to other departments.-Perform data entry tasks across various software packages related to all departments - Draft letters in English and Malayalam.- Prepare various reports and presentations.- Conduct calculations and create graphs using spreadsheets.- Facilitate internal communications.- Handle documentation and filing, including e-files and ERP software. Finance and accounting works. Duties shall be mainly of clerical in nature.

3. Technician Grade - II (MRAC)

The MRAC Technician operates, maintains, and troubleshoots ammonia and Freon refrigeration systems, including compressors, condensers, evaporators, expansion valves, AHUs, cold stores, walk-in freezers, chest freezers, ice bank tanks, pumping systems, air conditioning system and clean rooms. He/She ensures safe and reliable operation, supervises timely cleaning of condensers, monitors system parameters, and executes preventive and corrective maintenance. Responsibilities include handling refrigerants and lubricants, maintaining tools and spares, implementing emergency SOPs, ensures refrigeration delivery at user points, and coordinating with electrical/electronics teams for interlinked systems. He/She maintains performance logs, starts/stops DG sets during power failures, ensures statutory and safety compliance. The technician has to perform cross-functional duties incl. operation and maintenance of Dairy equipments and other utilities, ensures uninterrupted chilled water/refrigeration output, and may work beyond scheduled hours as per labor laws. Shall have to attend 8 hours shift duty round the clock on rotation basis. Shall have to attend emergency duties in various Engineering department related works.

4.Technician Grade - II (Electrician)

The Electrical Technician maintains, operates, and troubleshoots all electrical systems, including HT/LT networks, transformers, switchgear, DG sets, motors, drives, panels, and cabling. Responsibilities include preventive and breakdown maintenance, tap changes for voltage correction, power factor management, joint DG upkeep with the mechanical team, monitoring electrical parameters, maintaining spares, performing power cabling, control wiring and earthing, supporting basic instrumentation repairs, ensuring statutory and safety compliance, maintaining logs, operation and upkeep of electrical utilities, and coordinating with electronics/mechanical teams. The technician undertakes cross-functional tasks incl. operation and maintenance of Dairy equipments and other utilities, shall have to attend emergency and shift duties and may have to work beyond scheduled hours as per labor laws. The technician have to ensure uninterrupted power supply, and maintains records of energy, load, and voltage parameters, ensuring continuous operation of all electrical systems supporting Dairy equipments and utilities. Shall attend to 8 hours shift duty round the clock on rotation basis.

5. Technician Grade - II (Electronics)

The Electronics Technician maintains, calibrates, and troubleshoots electronic and instrumentation systems, including PLCs, SCADA, HMIs, sensors, transmitters, meters, controllers, recorders, circuit boards, and control cabling. Responsibilities include preventive and corrective maintenance, calibration, repair of digital electronic devices, operation and maintenance of instruments, maintaining spare readiness and logs, coordinating with electrical/mechanical teams, ensuring functionality of safety interlocks and alarms, supporting installations and project modifications, participating in energy monitoring and process optimization, maintaining statutory and safety compliance and performing cross-functional tasks incl. operation and maintenance of Dairy equipments and other utilities, to attend emergency and shift duties as and when required and may have to work beyond scheduled hours as per labor laws. The technician ensures uninterrupted operation of all electronic and control systems, maintains calibration and inspection records, and supports integrated plant operations in compliance with safety, statutory, and FSSAI/ISO standards. Shall have to attend 8 hours shift duty round the clock on rotation basis.

6. Technician Grade II (Boiler- Fitter)

The Boiler Operator ensures safe, continuous, and efficient operation of steam boilers, hot-water generators, feed-water systems, and associated piping and accessories. He/She supervises cleaning of boilers, chimneys, fans, heat recovery units, and other boiler components, ensures availability of fuel, chemicals, and spares, operates water-softening plants to maintain feed-water quality, and monitors steam and condensate systems. Responsibilities include preventive and corrective maintenance, inspection of pressure vessels, maintaining operational logs and performance parameters, executing emergency SOPs, coordinating with electrical/electronics technicians, and ensuring compliance with IBR and statutory safety requirements. He/She have to perform cross-functional duties incl. operation and maintenance of Dairy equipments and other utilities, assist other technical sections, will have to work beyond scheduled hours as per labor laws. The operator shall have to ensure uninterrupted steam and hot-water supply for all Dairy equipments and utilities, ensures proper operation of steam and condensate line accessories, and maintains records and logs as per regulatory norms. Shall have to attend 8 hours shift duty round the clock on rotation basis.

7. Lab Assistant

Duties will be related to sampling of milk and milk products from road milk tanker, silos, from finished products store etc. for conducting basic chemical test, COB, Acidity, MBRT, FAT, SNF, monitoring of process parameter like temperature, operational irregularities, chances of chemical contaminations, storage tanks | road milk tankers' cleaning sampling including visual examination of all tanks, assist microbiologist/chemist to conduct microbiological assessment tests, Routine tests like MBRT, Line test, Tanker rinse test, heat stability of milk, Detection of Adulterants, standardization of Electronic Milk Testing Equipment's etc. Shall have to attend eight hours shift duty round the clock on rotation basis.

Monitoring of the cleaning activities. In-house calibration of equipments. Preparation of testing chemicals & cleaning of equipments. Documentation works of the Quality Assurance section in manual as well as in digital formats.

8. Marketing Assistant

Primary responsibility includes achieving sales targets for Milk and Milk Products in the assigned territory. **Accompanying with distribution vehicles as well as redistribution vehicles regularly even during Night Hours.** Duties will be related to market development activities namely appointing new dealers, starting distribution routes etc., monitoring of the market area and coordinate the activities of distribution vehicles, conducting market survey to Identify market share, market trends & competitors' performance, handling customer complaints and settlement, monitoring daily sales of dealers and identify the changes, improvements, loss etc. Modern Trade Management. Cold chain maintenance. Identify weak areas of the market and find ways and means to increase sales. Suggesting timely promotional scheme for Milk & Milk products. Shall have to work in rural and urban areas. Shall have to attend night hour's duty for monitoring the logistic arrangements in defined intervals in different market zones. Documentation works of the Marketing section in manual as well as in digital formats.

9. Junior Supervisor (P&I)

Supervision of Dairy Co-operative Societies, Inspection of all records associated with Milk Collection, Local Sales, Milk Testing and Milk dispatch of Dairy Cooperative Societies, Inspection of all records of societies like Cash book and General ledger, records related to cattle feed purchase, Milk purchase & sales, Frozen Semen Purchase, stock of Semen doses and Artificial insemination records, Monitoring of the milk quality (Fat, SNF & MBRT) of the milk collected and dispatched by Dairy Co-operative Societies under the supervision area, Ensure the effective use of equipments installed at Dairy Cooperative Societies for Milk procurement and Milk testing, Conduct farmer awareness programme on Milk Quality & Milk Production enhancement, Field level implementation of various programmes envisaged in the Yearly Plan of Operations of Procurement & Input Department for increasing milk production, improving chemical & microbial quality of milk, clean milk production, Supporting Primary Dairy Co-operative Societies and ensuring farmers' welfare, Monitoring the functioning of Bulk Milk Cooling units (BMCs) installed at the societies, Strengthen the rapport with Dairy Farmers and Anand Pattern Primary Dairy Cooperative Societies, Monitoring of the Milk Procurement cluster & tanker routes and arrange cost-effective transportation of milk from cluster Societies to BMCs and BMCs to Dairies, Coordinate the activities for increasing the product sales in the rural areas through Primary Societies, Inspection of milk value payment, additional milk value payment, cash balance, Bank transaction of APCOS etc. Documentation works of the Procurement & Input department in manual as well as in digital formats.

The above said roles and responsibilities shall be limited to Union's (TRCMPU Ltd) business and its role.

10. Secretarial Assistant

Administrative and Clerical Functions- Maintain and manage official correspondence, including drafting, typing, filing, and dispatching letters, circulars, and notices. Prepare and maintain confidential files, reports, and registers. Process incoming and outgoing communications - physical and electronic. Assist in maintaining office records, minutes, and documentation as per organizational standards. Support in data entry, record keeping, and report generation. Handle mail (incoming/outgoing mail) and ensure proper indexing and tracking.

Secretarial Assistance-Assist the Managing Director or Department Head in scheduling meetings, appointments, and official engagements. Prepare agenda, notes, and minutes of meetings (Board, Committee, or internal review meetings). Drafting of correspondence to other Regional Unions. Ensure timely submission of reports and returns to higher authorities such as KCMMF, Dairy Development Department, and Registrar of Co-operative Societies and other Govt. agencies. Handle confidential correspondence and communications. Draft office orders, proceedings, and memoranda under supervision.

Co-ordination and Communication-Liaise between departments and officials to ensure smooth information flow. Communicate with member societies, unions, and external agencies as directed. Follow up on pending files, approvals, and responses.

Support to HR / Establishment / Finance (as assigned)- Assist in maintaining attendance, leave, and personnel records. Support administrative processing of bills, vouchers, or pay-related documents.

11. Driver cum Office attendant Grade II

Responsible for driving official vehicles safely and efficiently for transportation of staff, materials, and other official purposes.

Ensure timely pickup and delivery of official correspondence, parcels, and milk samples to designated destinations. Maintain cleanliness, upkeep, and regular maintenance of the vehicle; check oil level, water, air pressure, battery, and fuel before operation. Maintain logbook of daily trips, mileage, fuel consumption, and maintenance records as per prescribed format.

Report any mechanical faults, damage or required servicing of vehicles promptly to the supervising authority. Assist in day-to-day office duties such as filing, photocopying, dispatching letters, and other clerical assistance as directed.

Support administrative and operational tasks including shifting of materials, documents, and office supplies within the unit. Assist in hospitality duties like serving tea, refreshments, and attending to visitors whenever required. Carry out any other related work assigned by the administrative officer or departmental head.

12.Plant Assistant Grade-III

ഭക്ഷ്യസുരക്ഷാ മാനദണ്ഡം പാലിച്ച് പാൽ സംസ്കരണം, പാൽ ഉൽപ്പന്നങ്ങളുടെ നിർമ്മാണം, പാൽ പായ്ക്കറ്റുകൾ ട്രേകളിൽ നിശ്ചിത എണ്ണം ലീക്ക് ഇല്ലെന്ന് ഉറപ്പാക്കി നിറയ്ക്കുകയും, പായ്ക്കറ്റുകൾ നിറച്ച ട്രേകൾ ശീതീകരണികളിൽ അട്ടിയിടുകയും നിർദ്ദേശാനുസരണം വിതരണ വാഹനങ്ങളിൽ കയറ്റി നൽകുകയും, ഇ.റ്റി.പി. പ്ലാന്റുകളിൽ നിർദ്ദേശാനുസരണം ജോലി ഏറ്റെടുത്ത് നിർവ്വഹിക്കുകയും, ഓഫീസ്, സ്റ്റോർ, ലാബ് മറ്റ് സെക്ഷനുകളിൽ ആവശ്യമായ ജോലി ഏറ്റെടുത്ത് നിർവ്വഹിക്കുകയും, പാൽ സംഭരണ ടാങ്കുകളിൽ/ടാങ്കുകളിൽ ഇറങ്ങി വൃത്തിയാക്കുകയും, പാൽ ടാങ്കുകളുടെ വൃത്തിയാക്കൽ, പാൽ പമ്പ് ചെയ്യുന്ന പൈപ്പുകൾ വൃത്തിയാക്കുകയും, പാൽ സംസ്കരണം, പാൽ ഉൽപ്പന്നങ്ങളുടെയും നിർമ്മാണം, എന്നിവയുമായി ബന്ധപ്പെട്ട്, അധികാരികളുടെ നിർദ്ദേശങ്ങൾ പാലിക്കുകയും, തണുപ്പുള്ളതും, ചൂടുള്ളതും, നനഞ്ഞതുമായ സ്ഥലങ്ങളിൽ ജോലി ചെയ്യാൻ സന്നദ്ധനായിരിക്കുകയും വേണം. ഡ്യൂട്ടി സമയം 24 മണിക്കൂറിൽ 8 മണിക്കൂർ വീതം ഉള്ള ഷിഫ്റ്റ് അടിസ്ഥാനത്തിൽ ആയിരിക്കും.

Syllabus for the Post Under Staff Regulation

Assistant Engineer (Mechanical)

PART A – Core Subjects (75%) Objective-60% and Subjective-40%

Basic Thermodynamics, Boilers and Steam system basics, Heat Transfer and Heat Exchangers, Refrigeration Fundamentals, Psychrometry and Cold Storage Design, Ammonia and Other Industrial Refrigerants, Air Compressors, Internal Combustion Engines, Basics of Fluid Mechanics: Fluid Properties and Flow Measurement, Positive Displacement and Centrifugal Pumps, Mechanical Power Transmission Systems, Material Handling Equipments, Pipe Materials and Components-Valves and Fittings, Material Properties and Stress-strain Concepts, Energy Conservation, Heat Recovery and Regeneration Techniques, Basic Dairy Equipments - High Temperature Short Time and Ultra High Temperature Pasteurizers, Homogenizer, Cream Separators, Clarifier, Spray drying, Advanced Packaging technologies - Modified Atmosphere Packaging, Vacuum Packaging & Aseptic Packaging.

PART B – Allied Subjects (25%) Objective-60% and Subjective-40%

- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Geography, Traditional art, Social reformers, Writers, sports, cultural Icons & Local Self Government Institutions)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic and Letter Drafting skills, Mental Ability & Reasoning (Basic Mathematics, Profit and loss, Reasoning and Numerical ability)
- Computer Knowledge (Basic computer knowledge, Cyber Security, internet, E-mail, awareness of MS-Office applications and Social Media awareness)

Assistant Engineer (Electrical)

PART A – Core Subjects (75%) Objective-60% and Subjective-40%

Basic Electrical Technology, Network Theorems, Electro Magnetism, Laws of Magnetic Field, Generators & Motors-Working Principle, Construction and other fundamentals, Various Motor Starting Methods, Motor Speed Control Techniques, Transformers-Working Principle, Construction and other fundamentals, Power Systems, Switchgears, Protection, Digital Electronics, Number Systems and Codes, Logic Gates, Microprocessors, Electrical Measurements, Various measuring instruments, Power Electronics, Components, Circuits, Control Systems, UPS, Cells and Batteries, Special Electrical Motors, Electrical System Design, Power Factor Correction, Wiring Standards, Earthing, Programmable Logic

Controllers, Distributed Control System (DCS), Data Acquisition System (DAS), IoT, Industrial Engineering and Management, Basic Dairy Equipment, High Temperature Short Time and Ultra High Temperature Pasteurizers, Homogenizer, Cream Separators, Clarifiers, Spray drying, Evaporator, Mechanical Vapour Recompression (MVR) and Thermal Vapour Recompression (TVR) technology, Advanced Packaging technologies-Modified Atmosphere Packaging, Vacuum Packaging & Aseptic Packaging

PART B – Allied Subjects (25%) Objective-60% and Subjective-40%

- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Geography, Traditional art, Social reformers, Writers, sports, cultural Icons & Local Self Government Institutions)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic and Letter Drafting skills, Mental Ability & Reasoning (Basic Mathematics, Profit and loss, Reasoning and Numerical ability)
- Computer Knowledge (Basic computer knowledge, Cyber Security, internet, E-mail, awareness of MS-Office applications and Social Media awareness)

Assistant Marketing Officer

PART A – Core Subjects (75%) Objective-60% and Subjective-40%

Marketing & Sales

FMCG brands, Logos, slogan, type of Products, Effect of GST, regime changes, banking transactions, Marketing terminology, Pricing, E-commerce, Distribution channels, Modern Format Stores. Marketing Strategies, Digital Marketing, Distribution & Marketing, cost effectiveness, Different types of trading, Direct & Indirect selling, Digital Marketing Platforms, Sales forecasting Technique, Team building, Market Survey & Identification of market Potential and market share. Dealer margin fixing methods, Advertisement platforms, Inventory, Artificial intelligence and Search engine Optimization in digital marketing, Product launch and Product selling story

Basic knowledge in Dairy & food processing

Basic knowledge about milk processing, packing, cold chain management and transportation, Storage condition, FSSAI Standards and Packaging & labelling requirements of core Milma products: -Milk, Curd, Ghee, Butter, Paneer, Ice cream. General awareness about the back of pack information about milk & milk products, Product recall, Product development, Market Sampling & Feedback, Export Inspection procedures.

Communication skills

Drafting skills in English & Malayalam

PART B – Allied Subjects (25%) Objective-60% and Subjective-40%

- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Geography, Traditional art, Social reformers, Writers, sports, cultural Icons & Local Self Government Institutions)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic, Mental Ability and reasoning-Basic Mathematics, Profit and Loss, Reasoning and numerical Ability, Fraction and Decimal, Simple and Compound Interest, Ratio and Proportion, Percentage, Series, Problems on Mathematical signs, Sense of direction, Odd man out, Coding and Decoding
- Computer Knowledge (Basic computer knowledge, Cyber Security, internet, E-mail, awareness of MS-Office applications and Social Media awareness)

Assistant Dairy Officer**PART A – Core Subjects (75%) Objective-60% and Subjective-40%**

Milk Composition and Physico - Chemical Properties, Market Milk-Equipments in milk Processing, Packing, cold chain management, Aseptic packaging. Microbiology of Milk-Microbial contamination sources and prevention, Microbial standards of milk and products. Chemistry of Milk-structure of chemical components of milk, adulterants. Chemical Tests & Procedures of milk and milk products. Starter culture and fermented dairy products. Different types of fermented milk products, basics of starters and its defects. Ice Cream & Frozen Desserts- steps in Ice Cream Manufacturing, Recent advances in ice cream industry. Fat rich Dairy Products (Cream, Butter, Ghee)-Process, solid management, defects and sensory evaluation. Cheese technology-Definition, Method of manufacture, Role of enzymes and starters. Packaging technology of milk & milk products- Modern developments in packing. Sensory Evaluation of milk and milk products. Boiler, CIP ETP and Refrigeration systems. FSSAI Standards and Licensing and Labelling regulations and Certifications.

PART B – Allied Subjects (25%) Objective-60% and Subjective-40%

- Letter Drafting
- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Major Rivers, hill ranges, Forest and wild life sanctuaries, Traditional Art forms, Writers, Poets, Social reformers, Sport Persons, Cultural Icons, Local Self Government Institutions, Demography-District wise population)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic Mental Ability & Reasoning

Assistant HRD Officer**PART A – Core Subjects- 75% of Total Marks Objective-30% and Subjective-70%**

Foundations of HRM, HR Planning, Job Analysis and Design, Recruitment and selection, Induction and Separation, Strategic HRM, HR Audits and accounting, HRIS, Fundamentals of HRD, Performance Appraisal, Training and Development, Talent Management, Organizational Development, Fundamentals of Organisational Behaviour, Individual Behaviour, Group and Team behaviour, Team Building, Motivational Theories, Leadership Theories, Communication, Industrial Psychology, Industrial Disputes, Trade Unions, Industrial Conflict and Code of Conduct, Collective Bargaining, Grievance and Discipline, Conflict Management, Principles of Labour Legislation, Constitutional Provisions, Wage Theories, Transparency in Governance, Foundations of Labour Welfare, Social Security, Industrial Health and Safety, Labour Administration.

Employees State Insurance Act and Employees Provident Fund Act- Contributions and benefits, Factories Act- Working hours and overtime, Safety, Workers Welfare, Legal Compliances, Industrial Disputes Act- Strike, lock out and Lay off, Conciliation, Arbitration and Adjudication, Payment of Gratuity Act- Eligibility, Payment Triggers, Payment of Bonus Act-Applicability, Eligibility, Disqualification, Problem Solving-Calculation of ESI & EPF contribution, Calculation of Gratuity, Drafting skills in English & Malayalam.

PART B – Allied Subjects -25% of Total Marks Objective-30% and Subjective-70%

Knowledge about TRCMPU Ltd (Registration, Starting of Operation, Operational area, Administration), Dairy Industry and Dairy Co-operatives in India especially in Kerala, Knowledge about four Southern most Districts of Kerala (Major Rivers, Hill Ranges, Forest and Wildlife sanctuaries, Traditional art forms, Social reformers, Writers, Sports persons, cultural Icons, Demography-District wise population & Local Self Government Institutions), Overview of Indian Economy - Basic economic concepts (e.g., GDP, inflation, unemployment), Indian economy (e.g., sectors, policies, trends), Overview of Indian Polity and Constitution-Structure and functions of Legislature, Executive and Judiciary, Fundamental rights and duties of Citizens as per the Constitution of India, Operational aspects of Right To Information Act, Important articles and recent amendments of Indian Constitution. General Arithmetic, Mental Ability & Reasoning, Computer Proficiency-MS Office, Digital Communication tools, Internet and web technologies.

Assistant Quality Assurance Officer**PART A – Core Subjects (75%) Objective-60% and Subjective-40%**

Milk Composition and Physico - Chemical Properties. Market Milk-Equipment in milk Processing, Packing, cold chain management, Aseptic packaging. Fundamentals of Dairy microbiology-types of organisms, quality standards, Bacterial growth and nutrition. Chemist of Milk-structure of chemical components of milk. Common adulterants. Microbial & Chemical testing methods, cleaning chemicals, Effluent testing. FSSAI Standards and Licensing and Labelling regulations of milk and milk products and Certifications. Quality

Assurance of Milk and Milk Products, sampling, testing equipment and chemicals. Starter culture and fermented dairy products. Different types of fermented milk products, basics of starters and its defects. Starter inhibitors. Packing-Test for packing materials.

PART B – Allied Subjects (25%) Objective-60% and Subjective-40%

- Letter Drafting
- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Major Rivers, hill ranges, Forest and wild life sanctuaries, Traditional Art forms, Writers, Poets, Social reformers, Sport Persons, Cultural Icons, Local Self Government Institutions, Demography-District wise population)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic, Mental Ability & Reasoning

Assistant Veterinary Officer

PART A – Core Subjects (75%) Objective 60%, Subjective 40%

State Breeding Policy, Artificial Insemination (AI) delivery system in Kerala, Collection and processing of Semen & Major Semen stations in India managed by National Dairy Development Board (NDDB) and Amul. Breeding of Dairy cattle - Selection of breeding bulls, Female reproductive system, various stages of foetal development, gestation, parturition and obstetrics. Calf Management, Basics of Animal Nutrition, Formulation of Balanced Ration to Dairy cattle, Compounded Cattle Feeds & Total Mixed Ration, Green fodders, Dry fodders, Preservation of fodders and Hay making, Feed supplements- Bypass fat, Probiotics & Antacids, Mineral Mixture and Chelation process of Minerals, Feed contaminations and its effects, Dairy Farm management, Infectious Diseases in Dairy Cattle - Foot and Mouth Disease, Brucellosis, Haemoprotozoan diseases, Parasitic diseases, Zoonotic diseases, Non-infectious Diseases in Dairy Cattle, Mastitis, Clean Milk Production, Residues in Milk and Milk Adulterants, Antimicrobial Resistance, Alternate Methods for Disease Control in Dairy Cattle, importance of Ethno-Veterinary medicines and Homeopathic Veterinary Medicines in disease management of dairy cattle, Animal Genetics and Biostatistics – calculations, Food Safety Standards, Laws and Regulations, International Food Safety Standards, Food Safety Regulatory agencies. Consumer Protection Act, introduction to Food Safety and Hygiene, Factors affecting food safety, Personal Hygiene, Pest Control & Waste management, Challenges to Dairy farming in Kerala

PART B – Allied Subjects (25%) Objective 60%, Subjective 40%

- Knowledge about Thiruvananthapuram Milma (Registration, Functioning, Operational Area, Administration)
- Composition of Milk, Milk Processing Technologies, Varieties of Milk marketed by Milma, Major Milk products

- Dairy Industry and Dairy Co-Operatives in India particularly in Kerala.
- General Knowledge about Four Southern districts of Kerala (Major Rivers, hill ranges, Forest and wild life sanctuaries, Traditional Art forms, Writers, Poets, Social reformers, Sport Persons, Cultural Icons, Local Self Government Institutions, Demography- District wise population)
- Current affairs (Based on last three months' media report)
- Simple Arithmetic, Mental Ability & Reasoning

Junior Systems Officer

PART A – Core Subjects (75%) Objective 60%, Subjective 40%

1. Computer Hardware & Networking- Central processing Unit(CPU), Monitor, Peripherals, Types Of Cards, Motherboard, External storage device, Switch mode Power supply (SMPS), Memory, Printers, Types of network, TCP/IP (Transmission Control Protocol Internet Protocol, User Datagram Protocol (UDP), Transmission Control Protocol (TCP), Simple Network Management Protocol (SNMP) messages, File Transfer Protocol (FTP), Simple Mail Transfer Protocol (SMTP), Modem, Integrated Services Digital Network (ISD), Broadband, Managed Leased Line Network (MLLN), Fiber optic network.
2. Operating System - Types of operating systems, Functions of Operating System.
3. Software Development Life Cycle (SDLC) - Requirement Analysis, Design, Implementation, Testing, Deployment, Maintenance, Models: Waterfall, Spiral, Agile, DevOps
4. Software Requirements - Functional vs. Non-functional requirements, SRS (Software Requirement Specification) preparation, Types of Software Requirements.
5. Software Design - Modular design, Cohesion & Coupling, Use case diagrams, flowcharts, UML diagrams, Software Design Principles, Software Interface Design, Design Patterns
6. Software Testing - Unit testing, Integration testing, System testing, Testing Methods, Acceptance testing Manual vs automated testing, Test case design and debugging, Testing Tools and Automation Frameworks.
7. Software Maintenance - Types of maintenance (corrective, adaptive, perfective)
8. Programming Languages - Data types, operators, control statements, Functions, pointers, arrays, strings, structures, file handling, Classification of Programming Languages, Object-Oriented Programming (OOPs): classes, inheritance, polymorphism, and encapsulation.
9. Java / Python- Data types, loops, functions/methods, Exception handling, File operations, Collections and frameworks (Java) / Lists, dictionaries, tuples (Python), Basic GUI programming concepts.
10. PHP / Web Programming- HTML, CSS, JavaScript basics, PHP syntax, forms, session management, Server-side scripting and MySQL/PostgreSQL integration

11. Database Design & Management - ER diagrams, normalization (1NF-3NF), SQL queries (SELECT, INSERT, UPDATE, DELETE, JOINS, GROUP BY), Stored procedures, triggers, views.
12. DBMS Concepts - ACID properties, transactions, indexing, Deadlock Handling in DBMS, Distributed Databases, Backup and recovery, Database Models, PostgreSQL / MySQL / Oracle basics.
13. ORM and Framework Integration - Using Laravel ORM (Eloquent) / Django ORM, MVC architecture, Popular ORM Tools, Performance Optimization and Caching.
14. Client Side - HTML5 structure, CSS styling, JavaScript/ES6 features, DOM manipulation, form validation
15. Server Side - Web servers (Apache, Nginx, IIS), RESTful API design, JSON/XML handling Session and authentication management
16. Frameworks - Components and Modules of a Framework, Framework vs Library, Framework Lifecycle and Flow Control, Frontend Frameworks (React, Angular, Vue.js), Backend Frameworks (Django, Flask, Laravel, Spring Boot, Express.js), Full-Stack Frameworks (Next.js, Meteor, Ruby on Rails), PHP: Laravel / CodeIgniter, Python: Django / Flask, Java:Spring Boot basics.
17. Version Control & Collaboration - Popular Version Control Tools, Git commands, GitHub, GitLab, Bitbucket, repository management, branching, merging, CI/CD overview
18. Software Project Management - Project planning, effort estimation (Function Point, COCOMO), Risk management and quality assurance, Agile and Scrum methodologies, Documentation and deployment.
19. API & Micro services - Types of APIs, API Architecture and Components, RESTful API Principles, JSON data exchange, Authentication (JWT, Auth)
20. DevOps Basics - Continuous integration / deployment, Containerization (Docker), cloud deployment basics, DevOps Lifecycle, Key Principles of DevOps, Infrastructure as Code (IaC).
21. Software Security - Secure coding practices (SQL injection, XSS prevention), HTTPS, encryption, user authentication
22. Cyber security - Antivirus, antispyware, firewall basics, secure login practices, Data encryption and access control, Cybersecurity awareness.
23. Cloud and Virtualization - Introduction to cloud platforms (Amazon Web service, Azure, Google Cloud Platform), Virtual machine Software, Remote desktop and virtualization tools.

PART B – Allied Subjects (25%) Objective 60%, Subjective 40%

1. Knowledge about TRCMPU Ltd. (Registration and starting of operation Operational Area, Administration).
2. Dairy Industry and Dairy Co-operatives in India particularly in Kerala
3. General Knowledge about four southern most districts of Kerala- Major rivers, Hill ranges, Forest & wild life sanctuaries, Traditional art forms, Writers, Poets & social reformers, Sports persons, Cultural icons, Local Self Government Institutions, Demography-District wise population
4. Simple Arithmetic, Mental Ability & Reasoning

Syllabus for the Post Under Standing Order**System Supervisor****PART A – Core Subjects (75%) Objective 60%, Subjective 40%**

Computer Hardware - Central processing Unit(CPU), Monitor, Peripherals, Buses, Internal Buses, Types of Cards, Motherboard, External storage device, Switch mode Power supply (SMPS), Memory, Printers, Robotics & Artificial intelligence.

Database Administration - Database, Database architecture, Types of database architecture, Schema and Instance of database, Data Independence, Database users, Types of database system, Database languages.

Database Management system - Data Base Management system (DBMS), Data & Information and Knowledge, File oriented approach, Database approach, Database operation.

Computer Networks - Types of network, Types of Topologies, Types of communication, Transmission media, open systems Inter-connection (OSI), TCP/IP (Transmission Control protocol/Internet Protocol), User Datagram Protocol (UDP), Transmission Control Protocol (TCP), Simple Network Management Protocol (SNMP) messages, File Transfer protocol (FTP), Simple Mail Transfer Protocol (SMTP), Modem, Integrated Services Digital Network (ISDN), Broadband, Managed Leased Line Network (MLLN), Fiber optic network.

Information security - Antivirus, antispyware, firewall basics, secure login practices, Data encryption and access control, Cybersecurity awareness.

Operating System - Types of operating systems, Functions of Operating System.

Cloud and virtualization- Introduction to cloud platforms (Amazon Web service, Azure, Google Cloud Platform), Virtual machine Software, Remote desktop and virtualization tools.

Software Management - Installation, Testing, Benefits of Software Testing, Trouble shooting, Deployment of software, Firmware, Software Vs Firmware.

Software Development – Programming fundamentals, Object-Oriented Programming (OOP), Software Design Principles, Testing Methodologies, Software Development Life cycle (SDLC), Cloud computing Fundamentals, Debugging, Performance optimization, Security Best Practices, System Design, Distributed Systems, Application Programme Interface (API), Software Architecture, Machine Learning Fundamentals.

Scripting and Automation- Shell scripting (Linux) or Powershell, Python scripting for automation.

Web Technologies - Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, Client-server architecture' Hypertext Transfer Protocol (HTTP), Hypertext Transfer Protocol Secure (HTTPS) protocols, Introduction to frameworks (Eg: Laravel, React, & Django), Hypertext Preprocessor (PHP).

PART B – Allied Subjects (25%) Objective 60%, Subjective 40%

1. Knowledge about TRCMPU Ltd. (Registration and starting of operation Operational Area, Administration).
2. Dairy Industry and Dairy Co-operatives in India particularly in Kerala
3. General Knowledge about four southern most districts of Kerala- Major rivers, Hill ranges, Forest & wild life sanctuaries, Traditional art forms, Writers, Poets & social reformers, Sports persons, Cultural icons, Local Self Government Institutions, Demography-District wise population
4. Simple Arithmetic, Mental Ability & Reasoning

Junior Assistant

PART A – Core Subjects (50 % of Total Marks) Objective 60%, Subjective 40%

Financial Accounting - Concepts - Principles - Accounting Standards - Financial Statements - P&L- Balance Sheet - Trading and Non-trading, Account from incomplete records - Final account. Non-profit Organizations, Bank Reconciliation, Statistics.

Introduction of Cost Accounting - Accounting and control of material cost - Accounting for overheads - Marginal Costing - Standard Costing - Breakeven Analysis - Cost Reduction - Cost Management.

Introduction to GST, GST Rates, Payment of Tax, E-way Bill-Return Filing.

Principles of Marketing, Business Analytics, Marketing terminology, Major Dairy Brands of Kerala, Distribution Channels, Advertisement Platforms

Principles of Cooperation, Registration of Societies, Books and Registers kept by societies as per Kerala Cooperative Societies Act and Rules.

Digital Banking- NEFT, UPI, RTGS, Mobile Banking and their importance in managing Cash flows. Types of Insurance, Fundamentals of Auditing- Nature, objective & scope of Audit, Internal control- Debtor/Creditor Balance confirmations.

Computer Proficiency- Microsoft Office Applications, Internet and Web Technologies, Typing and Shortcut Keys, Digital Communication Tools.

Letter Drafting skills in English and Malayalam.

PART B – Allied Subjects (50 % of Total Marks) Objective 60%, Subjective 40%

1. Knowledge about TRCMPU Ltd - Functioning, Administration, Registration, Area of operation
2. Dairy Cooperatives in India particularly in Kerala
3. General Knowledge- About 4 Southern most districts of Kerala (Major rivers, Hill ranges, Forest& wild life sanctuaries, Writers, Poets & social reformers, Cultural icons, Local Self-government Institutions, Demography-District wise population)
4. Current Affairs (National & State Level)-Agriculture, Dairy Development, Economics/Business News
5. General Arithmetic, Mental Ability & Reasoning

Technician Gr II (MRAC)

PART A – Core Subjects (75%) All Objective

Basics of refrigeration and thermodynamics, Vapour compression and absorption refrigeration systems, Ammonia Refrigeration System, Refrigeration Compressors, Condensers and other accessories, Common industrial refrigerants - Types, Properties and Environmental Impact, Air Conditioning systems - Types, Components and Operation, Psychrometry and heat load concepts, Psychrometric Properties and Processes, Refrigerators, deep freezers and blast coolers including its operation and maintenance, Basic Electrical Technology for Refrigeration and Air conditioning system, AC/DC Supply system' Basic arithmetic problems related with Coefficient of Performance (COP), Heat Transfer, Psychrometry.

PART B – Allied Subjects (25%) All Objective

- * Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),
- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)

- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications)

Technician Gr II (Electrician)

PART A – Core Subjects (75%) All Objective

Basics of electricity, AC & DC Motors, Different Motor starters and speed controlling methods, Power and Distribution Transformers, Diesel Generator, Engine, Alternator and Components, Switchgears and Protection, LV and MV Distribution system, Earthing, Power Factor Correction, UPS, Inverters and Batteries, Solar Power Generation, Basic Electronics, Measuring Instruments, Energy conservation, Standards and Labelling, Simple problems from power, current, voltage and resistance, selection of Starters, cables and other switchgears.

PART B – Allied Subjects (25%) All Objective

- * Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),
- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)
- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications)

Technician Gr II (Electronics)

PART A – Core Subjects (75%) All Objective

AC and DC Fundamentals, Active and Passive Components, power Electronics, Analog Electronics, Analog circuits, Operational Amplifiers, Timers, Integrated Circuit, Digital Electronics, Sensors and transducers for Pressure/Temperature/Level/Flow etc., Flip Flops, Multiplexers, Analog-Digital & Digital-Analog converters, Microcontrollers and Programmable Logic Controllers, Electronic Communication: Cables & Connectors, AC/DC Measurements, Cells and Batteries, Cathode Ray Oscilloscope, Digital Storage Oscilloscope, Soldering & De-soldering Techniques, Basic Electrical Technology, AC/DC. Supply system, Simple Arithmetic Problems from Power and Energy, Measurements, Logic Gates, Number Systems.

PART B – Allied Subjects (25%) All Objective

- * Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),

- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)
- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications)

Technician Gr II (Boiler)

PART A – Core Subjects (75%) All Objective

Type of Boilers, mountings and accessories, Boiler Operation & Maintenance, Various fuels used in Boiler, Basics of Boiler Act, Boiler Feed water quality, Best practices & Installations for Efficient Boiler operation, Various Mechanical power Transmission Systems, Lubrication, various valves, Traps and other pipe fittings for steam, water, condensate and other High Pressure applications, Measurements, Limits and Fits, pipe fittings and Joints, common Boiler Piping & Structural Materials, General Measuring, cutting & Hand tools , Basic Electrical Technology, AC/DC Supply system, Simple Problems related to Boiler Efficiency, Fuel and Steam load Calculation, Limits & Fits.

PART B – Allied Subjects (25%) All Objective

- * Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),
- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)
- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications)

Lab Assistant

PART A – Core Subjects (75%) All Objective

General chemistry ;Atomic structure, chemical bonding, stoichiometry, states of matter and the periodic table, chemical kinetics, thermodynamics, chemical equilibrium, solutions and electrochemistry. Gases, acids and bases and the principles governing chemical reactions and energy.

General microbiology: Microbial classification and identification (staining techniques, culture media), bacterial growth and physiology, sterilization and disinfection and the biology of major microbial groups; bacteria, viruses, and fungi. Immunology (antigens, antibodies, immune responses) and microbiology which covers pathogenic microorganisms and their control.

Milk - constituents of milk, Platform tests of milk, Lactometer reading (SNF & Density), Fat content determination (Gerber Method), Total Solids calculation, moisture analysis, Factors affecting milk quality, types of market milk and its FSSAI standards, Representative sampling methods for milk and milk products, Sample handling and preservation, Microbial growth and reproduction, Microbiology of milk and products, useful microorganisms, pathogens Pasteurisation- time temperature combination, different types of heat treatments, effect of heat treatment on milk, MBRT (Methylene Blue Reduction Test), Resazurin test, Plate Count (SPC), Coliform test, Yeast and mold testing in fermented products, Common milk adulterants (urea, detergent, starch, sugar), Rapid detection methods for adulterants, Calibration of testing equipment, Preparation of testing chemicals, Lab hygiene and safety, Clean-in-Place (CIP) principles, Cleaning chemical residue monitoring of milk handling equipment, Water quality and testing methods, Effluent testing and legal limits.

PART B – Allied Subjects (25%) All Objective

- Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),
- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability
- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications

Marketing Assistant**PART A – Core Subjects (75%) Objective 60% Subjective 40%**

Front line sales, Distribution and Supply Chain Management: Food Products, Dairy Products, Kerala based FMCG (Dairy & food brands), Marketing, Sales & Distribution, Dealer network, Product availability, Customer interaction, order booking, Market intelligence. Supply chain channels, Customer feedback, Product demonstration, Stock Management (First in First out), Consumer awareness, Pricing. Competitor universe, Hotels, Restaurants & Cafeteria (HoReCa), Modern Format Stores & Merchandizing, After Sales service, Customer complaint redressal, Market Survey, Dealer satisfaction evaluation, customer Satisfaction.

Basic knowledge about Milk & Dairy products: Composition of milk, FAT&SNF, Basic testing, Pasteurization and Homogenization, UHT Pasteurized milk (Ultra High temperature Pasteurized), Variants of Milk, Packaging & Labelling regulations Ingredient, storage condition of Milma products, Fermented Products, Cold chain, Toll free customer care.

Writing & presenting skills (English & Malayalam): Drafting letters, presenting skills (Malayalam & English)

Field Exposure & Geographical knowledge: Positive Attitude, Sales Negotiation, Customer relationship, Knowledge about four southern districts of Kerala and its terrain, Area specific consumption habits.

PART B – Allied Subjects (25%) Objective 60% Subjective 40%

- Knowledge about TRCMPU Ltd (Registration, Functioning, Operational Area, Administration),
- * Dairy Co-operatives in India particularly in Kerala.
- * General Knowledge about 4 Southern most districts of Kerala (Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)
- * Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)
- * Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications)

Junior Supervisor (P&I)

PART A – Core Subjects (75%) Objective 60% Subjective 40%

Co-operative movement and Co-operative institutions in India, particularly in Kerala. Principles of Co-operation. Evolution and Current status of Anand Pattern Dairy Co-operative societies in Kerala - 3 tier structure, Dairy co-operative movement in Kerala. Formation of KCMMF and Regional Milk Unions, Operation Flood Programme in Kerala State.

Article 43 B of the constitution

Article 243 ZH of the Constitution

Kerala Co-operative Societies Act and Rules

Act:

Subsection -(ac), (d), (pb) of Section 2 of the KCS Act.

Section 3, 6, 9A, 16B, 19B, 20, 28, 28A, 28B, 29, 30, 33, 56, 63, 66, 68, 69, 71, 74, 80, 96, 97, 103

Rules - 3, 4, 5, 6, 8A, 9, 15(5), 16E, 16F, 18, 19, 32, 36, 37, 37A, 38, 39, 43, 43A, 44, 44A, 45, 46, 48, 59, 64, 101, 180, 182, 183, 184, 185, 186, 188A, 190, 198, 199

Preparation of Final Accounts, Preparation of Receipt and Disbursement Account, Preparation of Income and Expenditure Account, Basic Knowledge about Milk, Quality Parameters, its pricing and Food Safety Standards of Milk, Bulk Milk Coolers. Procurement Input Programs and Welfare Programs of TRCMPU Ltd.

PART B – Allied Subjects (25%) Objective 60% Subjective 40%

Knowledge about TRCMPU Ltd (Administration, Registration, Area of operation)

Dairy Cooperatives in India particularly in Kerala

Current Affairs (based on last 3 month's media report)

Logical Reasoning- Basic Mathematical and Arithmetical skills, Problem solving skills, Analytical reasoning

Awareness of Computers- Operating Systems, E-Mail, Microsoft Office applications, Cyber Security and Social Media Awareness

General Knowledge about 4 Southern most Districts of Kerala (Major Rivers, Hill ranges, Forest & wild life sanctuaries, Writers, Poets & social reformers, Cultural icons, Local Self-government Institutions, Demography-District wise population

Drafting skills (English/Malayalam)- Drafting of different types of Letters, Drafting of Submissions, Drafting of Reports.

Plant Assistant Grade -III

PART A – Core Subjects (75%) All Objective

- പാലും പാലുൽപ്പന്നങ്ങളും : അടിസ്ഥാന അറിവ്
- പാൽ സംസ്കരിക്കുന്നതിനുള്ള വിവിധ രീതികൾ
- പാലിൽ അടങ്ങിയിട്ടുള്ള അടിസ്ഥാന ഘടകങ്ങൾ
- പാൽ സാമ്പിളിംഗ് രീതി
- പാലിൽ അടങ്ങിയിട്ടുള്ള ഘടകങ്ങൾ പരിശോധിക്കുന്നതിനുള്ള ഉപകരണങ്ങൾ
- ഡയറി പ്ലാന്റിൽ ഉപയോഗിക്കുന്ന ഉപകരണങ്ങൾ
- മിൽമ തിരുവനന്തപുരം മേഖല യൂണിയൻ ഉൽപ്പാദിപ്പിക്കുന്ന പ്രധാന പാൽ ഉൽപ്പന്നങ്ങൾ
- പാൽ സംസ്കരണവുമായി ബന്ധപ്പെട്ട അടിസ്ഥാന പ്രവർത്തികൾ.

- ക്ലീനിംഗ് കെമിക്കലുകൾ
- പാലിന്റെ ഭക്ഷ്യസുരക്ഷാ മാനദണ്ഡങ്ങൾ
- പൊതുവായ വ്യക്തി ശുചിത്വ രീതികൾ.

PART B – Allied Subjects (25%) All Objective

- മിൽമയെ കുറിച്ചുള്ള അടിസ്ഥാന അറിവ്
- മിൽമ തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ ചരിത്രം
- മിൽമ തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ ദർശനഭൗതികം, മൂല്യങ്ങൾ എന്നിവയെക്കുറിച്ചുള്ള അവബോധം.
- കേരളത്തിലെ ഗ്രാമീണ സമ്പദ് വ്യവസ്ഥയിൽ ക്ഷീര സഹകരണ സ്ഥാപനങ്ങളുടെ പങ്ക്.
- എമർജൻസി ഫസ്റ്റ് എയ്ഡ് അറിവുകൾ.
- അടിസ്ഥാന ഗണിതം.
- അടിസ്ഥാന ഇംഗ്ലീഷ് പരിജ്ഞാനം.
- സ്വന്തം ഔദ്യോഗിക ആവശ്യങ്ങൾക്കായി മേലധികാരിക്ക് മലയാളത്തിൽ കത്തെഴുതാനുള്ള കഴിവ്.

Secretarial Assistant

PART A – Core Subjects (50%) Objective 60% Subjective 40%

Office management- functions, filing systems, Record maintenance, Secretarial duties and responsibilities, Drafting of official letters/circulars/minutes, office correspondence- English and Malayalam, shorthand and typewriting practices, basic accounting, maintenance of registers, data entry and computer applications, time management and office etiquette, handling of confidential files and records, communication skills-verbal and written, basics of administrative procedures in cooperative institutions, e-governance basics, office automation, Computer Proficiency-Microsoft Office Applications, Internet and Web Technologies, Typing and Shortcut Keys, Digital Communication Tools

PART B – Allied Subjects (50%) Objective 60% Subjective 40%

1. Knowledge about TRCMPU Ltd - Functioning, Administration, Registration, Area of operation
2. Dairy Co-operatives in India particularly in Kerala
3. General Knowledge- About four Southern most districts of Kerala (Major rivers, Hill ranges, Forest & wild life sanctuaries, Writers, Poets & social reformers, Cultural icons, Local Self-government Institutions, Demography-District wise population)
4. Current Affairs (National & State Level)-Agriculture, Dairy Development, Economics/Business News
5. General Arithmetic, Mental Ability & Reasoning

Driver cum Office Attendant**PART A – Core Subjects (75%) All Objective**

Motor Vehicles Act & Rules (1988) and Kerala Motor Vehicles Rules (1989) Traffic regulations, road signs, signals, lane discipline, and safe driving practices. Vehicle documents to be carried: Registration Certificate, Insurance, Pollution Certificate, Driving License, Permit, Fitness Certificate. Basic automobile engineering - functioning of petrol and diesel engines, clutch, gearbox, braking, steering, suspension, and electrical systems. Vehicle maintenance - preventive maintenance, identification of common faults and basic roadside remedies, log book and fuel record entries. Procedure for accident reporting, emergency response, and basic first aid. Road safety measures, defensive driving and Good Samaritan rules. Environmental awareness - pollution control, eco-driving, and waste segregation in premises. Basic Office etiquette

PART B – Allied Subjects (25%) All Objective

Knowledge about TRCMPU Ltd

(Registration, Functioning, Vision, Mission, Values, Operational Area, Administration)

Dairy Co-operatives in India particularly in Kerala.

* General Knowledge about Kerala

(Traditional art forms, Social reformers, Writers, Sports persons, Cultural icons & Local Self Government Institutions)

* Simple Arithmetic, Mental Ability & Reasoning (Basic Mathematics, Reasoning and Numerical ability)

* Computer Knowledge (Basic computer knowledge and awareness of MS-Office applications).

FORM OF EXPERIENCE CERTIFICATE

Name of the firm :
(Company/Corporation/Government Department/Co-operative Institution etc)
Register Number :
(SSI Registration or any other Registration Number)
Date of Registration :
Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address).....

.....
This is to certify that the above mentioned person has worked/has been working in this institution as (here enter the name of the post held and or the nature of assignment held in the capacity) on Rs..... per day / per mensem for a period of..... years months.....from.....to

Signature
Name and Designation of the Issuing Authority with
Name of the Institution

Place:

Date:

(Office Seal)

CERTIFICATE

Certified that Sri / Smt..... mentioned in the above Experience Certificate has actually worked/is working as..... (specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the above Register (mention the name of Register) maintained by the employer as per the provision of.....Act (Name of Act/Rules to be specified)

I am the authorized person to inspect the Register kept by the employer as per the provision of the Act/Rules of the.....State/Central Act.

Signature with date,
Name of Attesting Officer with
Designation and Name of Office
who is the notified Enforcement Officer
as per Act/Rules

Place:

Date:

(Office Seal)

Note:-

- (1) Please specify the post held or nature of assignment, casual Labourer, Paid/Unpaid Apprentice/Regular worker or Temporary worker.
- (2) All Experience Certificates shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.

തിരുവനന്തപുരം മേഖലാ സഹകരണ ക്ഷീരോത്പാദക യൂണിയന്റെ അംഗസംഘത്തിലെ സ്ഥിര ജീവനക്കാരൻ/ജീവനക്കാരി എന്ന നിലയിൽ തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ സ്ഥിര നിയമനത്തിൽ സംവരണത്തിന് വേണ്ടിയും, വയസ്സിളവിന് വേണ്ടിയും സമർപ്പിക്കേണ്ട എംപ്ലോയ്മെന്റ് സർട്ടിഫിക്കറ്റിന്റെ മാതൃക

വിജ്ഞാപനം നമ്പർ : TRU/PER/1/2025/35-DETAILED

തീയതി : 03.11.2025

പാർട്ട് - എ

(സംഘത്തിൽ നിന്നും നൽകേണ്ട എംപ്ലോയ്മെന്റ് സർട്ടിഫിക്കറ്റിന്റെ മാതൃക)

(സംഘത്തിന്റെ ലെറ്റർ ഹെഡിൽ)

എംപ്ലോയ്മെന്റ് സർട്ടിഫിക്കറ്റ്

ശ്രീ./ശ്രീമതി/കുമാരി (ഗൃഹ മേൽവിലാസം), ആധാർ കാർഡ് നമ്പർ...../ വോട്ടേർസ് ID നമ്പർ...../ ഡ്രൈവിംഗ് ലൈസൻസ് നമ്പർ (ഏതെങ്കിലും ഒന്ന്) എന്ന വ്യക്തി, ജില്ലയിലെ തിരുവനന്തപുരം മിൽമയുടെ പി&ഐ യൂണിറ്റിന്റെ പരിധിയിലുള്ളതും, രജിസ്ട്രേഷൻ നമ്പർ ആയിട്ടുള്ളതും, ടി.ആർ.സി.എം.പി.യു. ലിമിറ്റഡിൽ നമ്പർ അംഗത്വമുള്ളതുമായ ക്ഷീരോത്പാദക സഹകരണ സംഘം (APCOS) ക്ലിപ്തം നമ്പർ ൽ സ്ഥിര ജീവനക്കാരനായി/ സ്ഥിര ജീവനക്കാരിയായി തീയതി മുതൽ സർവ്വീസിലുള്ളതും, നിലവിൽ തസ്തികയിൽ ശമ്പള സ്കെയിലിൽ സംഘത്തിന്റെ സേവനത്തിൽ ഉണ്ട് എന്നും, 03-11-2025 തീയതിയിൽ സംഘത്തിലെ സ്ഥിര ജീവനക്കാരൻ/ജീവനക്കാരി ആണ് എന്നും, നിലവിൽ സംഘം ജീവനക്കാരനായി/ ജീവനക്കാരിയായി തുടരുന്നുണ്ട് എന്നും, ടിയാൻ/ടിയാൾ സംഘത്തിൽ മൂന്ന് വർഷം സ്ഥിര സർവ്വീസ്, 02-11-2025 തീയതിയിൽ പൂർത്തിയാക്കിയിട്ടുണ്ട് എന്നും, ടിയാൻ/ ടിയാൾക്ക് എതിരായി യാതൊരുവിധ അച്ചടക്ക നടപടികളും സംഘത്തിൽ നിലവിലില്ല എന്നും ടിയാൻ/ടിയാൾക്ക് തിരുവനന്തപുരം മേഖലാ സഹകരണ ക്ഷീരോത്പാദക യൂണിയനിൽ സ്ഥിര നിയമനം ലഭിക്കുന്ന പക്ഷം ടിയാനെ/ടിയാളെ സംഘത്തിന്റെ സേവനത്തിൽ നിന്ന് വിടുതൽ ചെയ്യുന്നതിന് തടസ്സമില്ല എന്നും ഞങ്ങൾ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ തസ്തികയിലേക്കുള്ള സ്ഥിര നിയമനത്തിൽ സംവരണത്തിന് വേണ്ടി/ വയസ്സിളവിന് വേണ്ടി/ സംവരണത്തിനും വയസ്സിളവിനും വേണ്ടി പരിഗണിക്കുന്നതിന് ശുപാർശ ചെയ്യുന്നു.

ഒപ്പ് :

ഒപ്പ് :

പേര് :

പേര് :

(സംഘം പ്രസിഡണ്ട്)

(സംഘം സെക്രട്ടറി)

(പ്രസിഡണ്ടിന്റെ ഔദ്യോഗിക മുദ്ര)

(സെക്രട്ടറിയുടെ ഔദ്യോഗിക മുദ്ര)

സ്ഥലം :

സ്ഥലം :

തീയതി :

തീയതി :

(സംഘത്തിന്റെ ഔദ്യോഗിക മുദ്ര)

(കുറിപ്പ് :- ഉദ്യോഗാർത്ഥി സംഘം സെക്രട്ടറിയാണെങ്കിൽ, സംഘം സെക്രട്ടറിക്ക് പകരം സംഘം പ്രസിഡണ്ടും ഒരു ഭരണസമിതി അംഗവും ആണ് സാക്ഷ്യപ്പെടുത്തേണ്ടത്).

പാർട്ട് - ബി

(തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ പി&ഐ വിഭാഗം ഉദ്യോഗസ്ഥർ നൽകുന്ന സാക്ഷ്യപത്രത്തിന്റെ മാതൃക)

സാക്ഷ്യപത്രം

ശ്രീ./ശ്രീമതി/കുമാരി..... (ഗൃഹ മേൽ വിലാസം),
.....
ആധാർ കാർഡ് നമ്പർ...../ വോട്ടേർസ് ID നമ്പർ...../ ഡ്രൈവിംഗ്
ലൈസൻസ് നമ്പർ..... (ഏതെങ്കിലും ഒന്ന്) എന്ന വ്യക്തി,
ജില്ലയിലെ പി&ഐ യൂണിറ്റിന്റെ പരിധിയിലുള്ളതും, രജിസ്ട്രേഷൻ
നമ്പർ ആയിട്ടുള്ളതും, ടി.ആർ.സി.എം.പി.യു ലിമിറ്റഡിൽ നമ്പർ
അംഗത്വമുള്ളതുമായ ക്ഷീരോൽപ്പാദക സഹകരണ
സംഘം (APCOS) ക്ലിപ്തം നമ്പർ ൽ സ്ഥിരം ജീവനക്കാരനായി/ സ്ഥിരം
ജീവനക്കാരിയായി തീയതി മുതൽ സർവ്വീസിലുള്ളതും, നിലവിൽ
..... തസ്തികയിൽ ശമ്പള
സ്കെയിലിൽ സംഘത്തിന്റെ സേവനത്തിൽ ഉണ്ട് എന്നും, 03-11-2025 തീയതിയിൽ
സംഘത്തിലെ സ്ഥിരം ജീവനക്കാരൻ/ജീവനക്കാരി ആണ് എന്നും,
നിലവിൽ സംഘം ജീവനക്കാരനായി/ ജീവനക്കാരിയായി തുടരുന്നുണ്ട് എന്നും,
ടിയാൻ/ടിയാൾ സംഘത്തിൽ മൂന്ന് വർഷം സ്ഥിരം സർവ്വീസ്, 02-11-2025-ന് പൂർത്തിയാ
ക്കിയിട്ടുണ്ട് എന്നും, ടിയാൻ/ടിയാൾക്ക് എതിരായി യാതൊരുവിധ അച്ചടക്ക നടപടികളും
സംഘത്തിൽ നിലവിലില്ല എന്നും ക്ഷീരോൽപ്പാദക സഹകരണ
സംഘത്തിൽ നിന്ന് ലഭ്യമായ ഔദ്യോഗിക രേഖകളുടെ നേരിട്ടുള്ള പരിശോധനയിൽ
ബോധ്യപ്പെട്ടിട്ടുണ്ട് എന്ന് സാക്ഷ്യപ്പെടുത്തുന്നു. തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ
..... തസ്തികയിലേക്കുള്ള സ്ഥിര നിയമനത്തിൽ
സംവരണത്തിന് വേണ്ടി/ വയസ്സിളവിന് വേണ്ടി/ സംവരണത്തിനും വയസ്സിളവിനും വേണ്ടി
പരിഗണിക്കാൻ യോഗ്യമാണെന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

ഒപ്പ് :

ഒപ്പ് :

പേര് :

പേര് :

(സൂപ്പർവൈസർ/ഓഫീസർ ഇൻചാർജ്)

(പി&ഐ യൂണിറ്റ് മേധാവി)

സ്ഥലം :

സ്ഥലം :

തീയതി :

തീയതി :

**തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ സ്ഥിര നിയമനങ്ങളിൽ
ക്ഷീരകർഷകർക്കും അവരുടെ ആശ്രിതർക്കും മുൻഗണന
അനുവദിക്കുന്നതിനുള്ള അപേക്ഷ.**

വിജ്ഞാപനം നമ്പർ : TRU/PER/1/2025/35-DETAILED

തീയതി : 03.11.2025

..... ക്ഷീര സംഘത്തിലെ-ാം നമ്പർ അംഗമായ
..... എന്ന ഞാൻ വർഷമായി
സംഘത്തിൽ പാൽ നൽകിവരുന്ന ഒരു സജീവ അംഗമാണ്. തിരുവനന്തപുരം മേഖലാ
യൂണിയന്റെ.....എന്ന
തസ്തികയിലേയ്ക്ക് സ്ഥിര നിയമനത്തിന് വേണ്ടി 03.11.2025 തീയതിയിൽ ക്ഷണിച്ച
വിജ്ഞാപന പ്രകാരം ശ്രീ/ശ്രീമതി/കുമാരി എന്ന
കർഷകൻ/കർഷകയായ ഞാൻ/ എന്റെ ആശ്രിതനായ/ ആശ്രിതയായ
ഭാര്യ/ഭർത്താവ്/മകൻ/മകൾ (ഏതാണോ ബാധകമായത് അത്) അപേക്ഷ
സമർപ്പിക്കാൻ ആഗ്രഹിക്കുന്നു. എനിക്ക്/ എന്റെ ആശ്രിതന്/ആശ്രിതയ്ക്ക്
മേൽപ്പറഞ്ഞ തസ്തികയിലേയ്ക്ക് മുൻഗണന നൽകുന്നതിന് വേണ്ടി
അപേക്ഷിക്കുന്നു.

സ്ഥലം :

കർഷകന്റെ പേര് :

തീയതി :

ഒപ്പ് :

1	ക്ഷീര സംഘത്തിന്റെ പേരും, രജിസ്റ്റർ നമ്പറും പൂർണ്ണമായ തപാൽ വിലാസവും (ജില്ല സഹിതം)	
2.	ക്ഷീര സംഘത്തിന്റെ തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ അംഗത്വ നമ്പർ	
3.	ക്ഷീരസംഘത്തിൽ അംഗമായ കർഷകന്റെ പേരും, പൂർണ്ണമായ തപാൽ മേൽ വിലാസവും	
4.	കർഷകന്റെ ഫോൺ നമ്പർ	

5.	കർഷകന്റെ ക്ഷീരസംഘത്തിലെ അംഗത്വ നമ്പർ	
6.	കർഷകൻ ക്ഷീര സംഘത്തിൽ അംഗത്വം നേടിയ തീയതി	
7.	മേഖലാ യൂണിയനിൽ സ്ഥിര നിയമനത്തിന് അപേക്ഷിക്കുന്ന ഉദ്യോഗാർത്ഥിയുടെ പൂർണ്ണമായ പേര്	
8.	ഉദ്യോഗാർത്ഥി കർഷകൻ/കർഷക അല്ലെങ്കിൽ സംഘത്തിൽ അംഗമായ കർഷകൻ/ കർഷകയുമായുള്ള ബന്ധം	കർഷകന്റെ ഭാര്യ/ഭർത്താവ്/മകൻ/മകൾ
9.	അപേക്ഷ സമർപ്പിക്കുന്ന തസ്തികയുടെ പേര്	
10.	സംഘത്തിൽ അംഗമായ കർഷകൻ സംഘത്തിന്റെ പരിധിക്കുള്ളിൽ സ്വന്തമായതോ, വാടകയ്ക്ക് എടുത്തതോ ആയ സ്ഥലത്ത് നിലവിൽ വളർത്തുന്ന കറവപ്പശുക്കളുടെ/ എരുമകളുടെ എണ്ണം	
11.	സംഘത്തിൽ അംഗമായ കർഷകൻ മേഖലാ യൂണിയൻ ഭരണസമിതി അംഗമോ അല്ലെങ്കിൽ അംഗത്തിന്റെ ആശ്രിതനോ/ ആശ്രിതയോ (ഭാര്യ, ഭർത്താവ്, മകൻ, മകൾ) ആണോ?	ആണ് / അല്ല
12.	സംഘത്തിൽ അംഗമായ കർഷകൻ മേഖലാ യൂണിയനുകളിലെ സ്ഥിര ജീവനക്കാരന്റെ ആശ്രിതയോ/ ആശ്രിതനോ (ഭാര്യ, ഭർത്താവ്, മകൻ, മകൾ) ആണോ?*	ആണ് / അല്ല

13.	സംഘത്തിൽ അംഗമായ കർഷകൻ ക്ഷീര സംഘത്തിലെ സ്ഥിരം ജീവനക്കാരനോ അല്ലെങ്കിൽ ജീവനക്കാരന്റെ ആശ്രിതയോ/ ആശ്രിതനോ (ഭാര്യ, ഭർത്താവ്, മകൻ, മകൾ) ആണോ?	ആണ് / അല്ല
14.	സംഘത്തിൽ അംഗമായ ഇതേ കർഷകന് വേണ്ടിയോ/ ഇതേ കർഷകന്റെ ആശ്രിതരായ മറ്റാർക്കെങ്കിലും വേണ്ടിയോ ഇതേ നോട്ടീഫിക്കേഷൻ നമ്പറിൽ ക്ഷണിച്ച എന്തെങ്കിലും സ്ഥിര നിയമനത്തിനുള്ള തസ്തികകളിലേയ്ക്ക് മുൻഗണന ലഭിക്കുന്നതിന് ഈ അപേക്ഷ അല്ലാതെ മറ്റ് അപേക്ഷകൾ സമർപ്പിച്ചിട്ടുണ്ടോ? (കുടുംബത്തിൽ ഒരാൾക്ക് മാത്രമേ അർഹതയുള്ളൂ)	ഉണ്ട് / ഇല്ല
15.	ഉദ്യോഗാർത്ഥിക്ക് എസ്.സി/എസ്.ടി, ഭിന്നശേഷി, ആപ്കോസ് എംപ്ലോയീസ് എന്നീ വിഭാഗങ്ങളിലുള്ള ഏതെങ്കിലും സംവരണത്തിന് അർഹതയുള്ള ആളാണോ?	ആണ് / അല്ല (ആണ് എങ്കിൽ വെയിറ്റേജ് ലഭിക്കുന്നതിന് മാത്രമേ അപേക്ഷിക്കുകയുള്ളൂ എന്ന സത്യവാങ്മൂലം സമർപ്പിക്കേണ്ടതാണ്)

നോട്ടീഫിക്കേഷൻ തീയതിയ്ക്ക് മുമ്പുള്ള 5 കലണ്ടർ വർഷക്കാലം കർഷകൻ സംഘത്തിൽ അളന്ന പാലിന്റെ വിവരങ്ങൾ.

ക്ര. നം	നോട്ടീഫിക്കേഷൻ തീയതിയ്ക്ക് മുമ്പുള്ള 5 കലണ്ടർ വർഷങ്ങൾ	ഓരോ കലണ്ടർ വർഷത്തിലും പാലളന്ന ദിവസങ്ങൾ	ഓരോ കലണ്ടർ വർഷത്തിലെയും ആകെ പാലളവ് (ലിറ്ററിൽ)
1.	03.11.2020 മുതൽ 02.11.2021 വരെ		
2.	03.11.2021 മുതൽ 02.11.2022 വരെ		
3.	03.11.2022 മുതൽ 02.11.2023 വരെ		
4.	03.11.2023 മുതൽ 02.11.2024 വരെ		
5.	03.11.2024 മുതൽ 02.11.2025 വരെ		

.....ജില്ലയിലെ പി ആന്റ് ഐ യൂണിറ്റ് പരിധിയിൽ സ്ഥിതി ചെയ്യുന്ന ക്ഷീര സംഘം തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ -ാം നമ്പർ അംഗമായ ആനന്ദ് മാതൃകാ ക്ഷീര സംഘമാണ്. സംഘത്തിൽ വർഷമായി പാൽ നൽകി വരുന്നതും, സംഘത്തിലെ-ാം നമ്പർ അംഗവുമായ ശ്രീ/ശ്രീമതി എന്ന കർഷകന്റെ മേൽ ബോധിപ്പിച്ച വിവരങ്ങൾ പൂർണ്ണമായും ശരിയാണെന്ന് രേഖകളുടെ പരിശോധനയിലൂടെ ബോധ്യപ്പെട്ടതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. ടിയാൻ കഴിഞ്ഞ 5 വർഷക്കാലം (03.11.2020 മുതൽ 02.11.2025 വരെ) സംഘത്തിൽ എല്ലാ വർഷവും 500 ലിറ്ററിൽ കുറയാതെ പാൽ അളന്നിട്ടുണ്ടെന്നും, എല്ലാ വർഷവും ചുരുങ്ങിയത് 180 ദിവസവും പാൽ അളന്നിട്ടുണ്ടെന്നും സാക്ഷ്യപ്പെടുത്തുന്നു. ടിയാൻ നിലവിൽ സംഘത്തിൽ സജീവ അംഗമായി തുടർന്നുവരുന്നുണ്ടെന്നും സാക്ഷ്യപ്പെടുത്തുന്നു. ആയതിനാൽ തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ തസ്തികയിലേയ്ക്ക് സ്ഥിര നിയമനത്തിന് വേണ്ടി 03.11.2025 തീയതിയിൽ ക്ഷണിച്ച നോട്ടീഫിക്കേഷൻ പ്രകാരം, പ്രസ്തുത കർഷകന്/കർഷകയ്ക്ക്/അവരുടെ ആശ്രിതനായ ഭർത്താവ് /ഭാര്യ/മകൻ/മകൾ ആയ ശ്രീ / ശ്രീമതി / കുമാരി എന്നവർ അപേക്ഷ സമർപ്പിക്കാൻ ആഗ്രഹിക്കുന്നുണ്ട്. പ്രസ്തുത കർഷകൻ തിരുവനന്തപുരം മേഖലാ യൂണിയൻ ഭരണസമിതി അംഗമോ, ക്ഷീര സംഘത്തിലെ സ്ഥിരം ജീവനക്കാരനോ, മേൽപ്പറഞ്ഞവരുടെ ആശ്രിതരോ (ഭർത്താവ് /ഭാര്യ/മകൻ/മകൾ), മേഖലാ യൂണിയനുകളിലെ സ്ഥിരം ജീവനക്കാരന്റെ ആശ്രിതരോ (ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ) അല്ലെന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. ഈ അപേക്ഷക്ക് പുറമേ ഇതേ കർഷകന് / ഇതേ കർഷകന്റെ ആശ്രിതർക്ക് (ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ) സ്ഥിരം നിയമനത്തിൽ മുൻഗണന ലഭിക്കുന്നതിന് വേണ്ടി മറ്റ് അപേക്ഷകൾ സമർപ്പിച്ചിട്ടില്ലെന്നും സാക്ഷ്യപ്പെടുത്തുന്നു. കൂടാതെ ടിയാൻ തിരുവനന്തപുരം മേഖലാ യൂണിയന്റെ 27.09.2025 തീയതിയിൽ ചേർന്ന വാർഷിക പൊതുയോഗം അംഗീകരിച്ച സ്ഥിരം നിയമനത്തിനുള്ള മുൻഗണനാ മാനദണ്ഡങ്ങൾ പൂർണ്ണമായും പാലിക്കുന്നുണ്ടെന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

പ്രസിഡന്റ്
പേര്, ഒപ്പ് :
തീയതി :

(സംഘം മുദ്ര)

സെക്രട്ടറി
പേര്, ഒപ്പ് :
തീയതി :

പേര്, ഒപ്പ്:
തീയതി :
(ഭരണസമിതിയംഗം)

പി ആന്റ് ഐ യൂണിറ്റിന്റെ ശുപാർശ

..... പി ആന്റ് ഐ യൂണിറ്റിന്റെ പരിധിയിലുള്ള തിരുവനന്തപുരം മേഖലാ യൂണിയനിലെ.....-ാം നമ്പർ അംഗമായക്ഷീര സംഘത്തിന്റെ 03.11.2025 തീയതിയിൽ തൊട്ട് മുൻപുള്ള 5 വർഷക്കാലത്തെ പാലളവ് താഴെപ്പറയും പ്രകാരമാണ്.

ക്ര.നം	നോട്ടീഫിക്കേഷൻ തീയതിയിൽ മുൻപുള്ള 5 വർഷങ്ങൾ	മേഖലാ യൂണിയനിൽ രണ്ട് നേരവും സംഘം പാൽ നൽകിയ ദിവസങ്ങൾ	മേഖലാ യൂണിയനിൽ സംഘം നൽകിയ പാലിന്റെ ഓരോ വർഷത്തിലെയും പാലളവ് (ലിറ്ററിൽ)
1.	03.11.2020 മുതൽ 02.11.2021 വരെ		
2.	03.11.2021 മുതൽ 02.11.2022 വരെ		
3.	03.11.2022 മുതൽ 02.11.2023 വരെ		
4.	03.11.2023 മുതൽ 02.11.2024 വരെ		
5.	03.11.2024 മുതൽ 02.11.2025 വരെ		

മേൽപ്പറഞ്ഞ പട്ടിക പ്രകാരം സംഘം 03.11.2025 തീയതിയിൽ തൊട്ടുമുൻപുള്ള 5 വർഷക്കാലത്തിൽ എല്ലാ വർഷവും ചുരുങ്ങിയത് 270 ദിവസം രണ്ട് നേരവും മേഖലാ യൂണിയനിലേയ്ക്ക് പാൽ നൽകിയ സംഘമാണ്. 03.11.2025 തീയതിക്ക് മുൻപ് ക്ഷീര സംഘത്തിലെ സജീവ അംഗമാവുകയും നിലവിൽ സജീവ അംഗമായി തുടരുന്നുവരികയും ചെയ്യുന്ന ശ്രീ/ശ്രീമതി എന്ന കർഷകൻ/കർഷകയ്ക്ക്/ അവരുടെ ആശ്രിതനായ/ആശ്രിതയായ ഭാര്യ/ഭർത്താവ്/മകൻ/മകൾ ആയ ശ്രീ/ശ്രീമതി/കുമാരി എന്നവർക്ക് മേഖലാ യൂണിയനിലെ തസ്തികയിലേയ്ക്ക് മുൻഗണന ലഭിക്കുന്നതിന് വേണ്ടി സമർപ്പിച്ച അപേക്ഷ പരിഗണിച്ചു കൊണ്ട് തീയതിയിൽ സംഘത്തിൽ നേരിട്ട് പരിശോധന നടത്തിയതിൽ നിന്നും താഴെപ്പറയുന്ന കാര്യങ്ങൾ ബോധ്യപ്പെട്ടു.

1. കർഷകൻ അപേക്ഷയിൽ പറഞ്ഞ ഉദ്യോഗാർത്ഥി കർഷകൻ/കർഷകന്റെ ആശ്രിതനായ ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ ആണെന്ന് രേഖകൾ പരിശോധിച്ചതിൽ നിന്നും ബോധ്യപ്പെട്ടിട്ടുണ്ട്.
2. കർഷകൻ കഴിഞ്ഞ 5 വർഷക്കാലം സംഘത്തിൽ എല്ലാ വർഷവും 500 ലിറ്ററിൽ കുറയാതെ പാൽ അളന്നിട്ടുണ്ടെന്നും, എല്ലാ വർഷവും ചുരുങ്ങിയത് 180 ദിവസവും പാൽ അളന്നിട്ടുണ്ടെന്നും ബോധ്യപ്പെട്ടിട്ടുണ്ട്.

3. കർഷകൻ മേഖലാ യൂണിയൻ ഭരണസമിതി അംഗമോ, അംഗത്തിന്റെ ആശ്രിതനോ/ആശ്രിതയോ (ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ), മേഖലാ യൂണിയനുകളിലെ സ്ഥിരം ജീവനക്കാരുടെ ആശ്രിതനോ/ആശ്രിതയോ (ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ), ക്ഷീര സംഘം സ്ഥിരം ജീവനക്കാരനോ/ജീവനക്കാരിയോ അവരുടെ ആശ്രിതനോ/ആശ്രിതയോ (ഭർത്താവ്/ഭാര്യ/മകൻ/മകൾ) അല്ലെന്നും ബോധ്യപ്പെട്ടു.
4. ഇതേ കർഷകന്റെ കുടുംബത്തിൽ നിന്നും മുൻഗണനയ്ക്ക് വേണ്ടി ഈ അപേക്ഷ അല്ലാതെ മറ്റ് അപേക്ഷകൾ ഒന്നും തന്നെ സമർപ്പിച്ചിട്ടില്ലെന്ന് ബോധ്യപ്പെട്ടു.
5. ഉദ്യോഗാർത്ഥി എസ്.സി/എസ്.ടി, ഭിന്നശേഷി, ആപ്കോസ് എംപ്ലോയീസ് എന്നീ വിഭാഗങ്ങളിൽ സംവരണത്തിന് വേണ്ടി അപേക്ഷ സമർപ്പിക്കുന്നതിന് അർഹതയുള്ള ആളല്ലെന്ന് ബോധ്യപ്പെട്ടു.

കർഷകൻ സമർപ്പിച്ച അപേക്ഷ പരിഗണിച്ചുകൊണ്ട് ടിയാന്/ടിയാന്റെ ആശ്രിതന് മേഖലാ യൂണിയനിൽ സ്ഥിരം നിയമനത്തിൽ മുൻഗണന അനുവദിക്കുന്നതിന് ശുപാർശ ചെയ്യുന്നു.

സൂപ്പർവൈസർ/ ഓഫീസർ ഇൻചാർജ്

പേര്, ഒപ്പ്

തീയതി

പി ആന്റ് ഐ യൂണിറ്റ് മേധാവി

പേര്, ഒപ്പ്

തീയതി

Recognition of Qualifications

SL No	Name of the Course	Minimum Duration of Course of Study	Universities/Institutes/Boards/Competent Authorities
1	CA	---	The Institute of Chartered Accountants of India
2	ICWA(ICMA)	---	The Institute of Cost Accountants of India
3	Post-Graduation (Non-Technical)	2 Years	State Universities of Kerala OR KPSC/UPSC/UGC Recognized Universities
4	Post-Graduation (Technical)	2 Years	Universities/Deemed Universities Recognized/Accredited by ICAR/AICTE OR any Authorized Institutions/Councils of Government of India OR UGC Recognized Universities
5	Graduation (Non-Technical)	3 Years	State Universities of Kerala OR KPSC/UPSC OR UGC Recognized Universities
6	Graduation (Technical)	4 Years	Universities/Deemed to be Universities Recognized/Accredited by ICAR/AICTE OR any Institutions/Councils of Government of India OR UGC Recognized Universities
7	Diploma	2 Years	Boards/Institutes recognized by any State Government/Union Government
8	Post-Graduate Diploma	1 Year	State Universities of Kerala OR UGC Recognized Universities/Deemed to be Universities/Boards/Institutes recognized by any State Government/Union Government
9	ITI	2 Years	National Council of Vocational Training
10	SSLC/CBSC/ICSE	---	General Education Department, Govt. of Kerala/Central Board of Secondary Education/Competent Authority