

**THE TAMIL NADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD,  
"Balasundaram Buildings", 350, Pantheon Road, Egmore, Chennai-600 008.**

---

Rc.No.A/A4/Eligibility of Staff/2008

Dt.23.08.2008.

**:: CIRCULAR No.11 / 2008 ::**

Sub:- Administration-Engaging of College Students on Part time job as Trainee – Guidelines – Regarding.

---

It is decided to utilise the potential of the college students, in our showrooms, to boost the showroom sales by way of giving opportunity to the students to get training on good relationship with the customers / attractive display, on the concept of "Earn while they learn".

Initially on an experimental basis, two students, to each of the following selected showrooms, are to be provided.

<b>S. No.</b>	<b>Name of the showroom</b>	<b>Region</b>	<b>No.of students allotted</b>
1.	Marutham	Coimbatore	4
2	Vasantham		
3.	Mullai	Cuddalore	4
4	Puducherry		
5	Thillaiyadi Valliammai Pattu Maaligai	Chennai	8
6	Vanavil		
7	Sir.P.T.		
8	Butterfly		
9	South Chittrai		
10.	Malligai	Madurai	8
11	Ramnad		
12.	Vengalakadai		
13	Nellikani		
14	Krishnagiri	Salem	6
15	Thangam Pattu Maaligai		
16	Amuthasurabi		
17	Pothigai	Thanjavur	10
18	Silk Palace		
19	Kundavai		
20	Mukkani		
21	Kanthimathi		
22	V.O.C.	Tirunelveli	6
23	Kumari		
24	Deepam		
25	Kamatchi	Vellore	6
26	Tiruvannamalai		
	<b>TOTAL</b>		<b>52</b>

**TERMS AND CONDITIONS**

1. The Regional Managers have to address nearby Colleges to the showrooms, mentioned above, to depute students from full time course only, whose residence is nearby that showroom, with college identification of the deputationist.
2. The Regional committee consisting of NSS Co-ordinator of that College, Regional Manager, Manager (Design & Production), Product Manager, to interview the students provided by the Colleges, on merit basis and select 2 students per showroom, which is mentioned above.
3. Remuneration of Rs.4,000/- per month / per student will be paid.
4. The students to work on all the working day of that showroom between 4.30 P.M. to 8.30 P.M. every day.
5. It is purely a Part time training job. They will be ousted at anytime without any notice and they are not eligible for any kind of leave. The absent will attract pro-rata deduction of remuneration.
6. The “On the job training” will be for 30 days only. Students may be engaged on rotation basis to provide opportunity to maximum number of students.
7. The “On the job training” consists the following work.
  - a) arranging of stock in an attractive manner.
  - b) to improve display of all products.
  - c) to receive the customers and explain salient features of the product.
  - d) to collect feedback of the customer.
  - e) training and co-ordination with the staff of Co-optex to improve the salesmanship.
  - f) to develop new designs, colour combinations for various products of Co-optex.
8. At the end of their training, they shall furnish a summary of their experience, suggestions etc., for improvement of showroom products, advertisement etc.,
9. For design project, 10 designs in minimum 5 colour combination for each design shall be developed within a period of 30 days.

10. The Regional Manager should give a letter to the student, who are selected in the interview, mentioning that they are engaged on Part time training, incorporating the conditions 3 to 9.
11. Separate budget amount for each Region will be allotted by Banking Section at Head Office, on receipt of requisition from the Regional Offices concerned. If the Regional Manager's thinks fit to appoint in more number of shops than in the list , let them get the approval from Head Office.

Initiate quick action in this regard and inform the action taken to Head Office immediately, with details.

(Sd/-) M.P.NIRMALA,  
Managing Director.

//by order //

Superintendent.

To

All Regional Offices in Tamil Nadu

Copy to Banking / Branch Accounts Sections at Head Office.

Copy to All Officers at Head Office.

Copy to the Joint Director of Co-operative Audit / Auditor at Head Office.

Copy to Stock file.

**APPLICATION FOR PART TIME JOB ON TRAINING IN CO-OPTEX SHOWROOM**

<b>NAME OF THE STUDENT</b>	
<b>NAME OF THE PARENT / GUARDIAN</b>	
<b>PRESENT ADDRESS OF THE STUDENT</b>	
<b>NAME OF THE COLLEGE</b>	
<b>ADDRESS OF THE COLLEGE</b>	
<b>NAME OF THE COURSE NOW STUDYING</b>	
<b>SHIFT</b>	<b>Regular \ Evening \ Part time</b>
<b>YEAR OF STUDYING</b>	<b>I / II / III / IV Year</b>
<b>WILLING TO WORK IN THE FIELD OF (Please choose and tick any one of the field)</b>	<b>a) Salesmanship b) Design Development c) Customer Data Collection</b>
<b>NEAREST SHOWROOM FROM RESIDENCE (      Kms)</b>	
<b>SIGNATURE OF THE STUDENT</b>	
<b>SIGATURE OF THE H.O.D FORWARDED BY THE HEAD OF THE DEPARTMENT WITH COLLEGE SEAL</b>	

**Note: The Filled Application should be handed over to the Manager of the nearest Co-optex Showroom.**