

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

FROM

Er.A.V.RAVI, M.E., M.I.E.,
Chief Engineer/Personnel,
VIII Floor, N.P.K.R.R. Maaligai,
144, Anna Salai,
Chennai – 2.

TO

All Superintending Engineers.

Lr.No.109357/861/G56/G561/2015-1, Dated: 04.01.2017.

Sir,

Sub: Establishment – Class III Service – Filling up of vacancies of
Typists/Steno- Typists by Internal Selection – Particulars of
qualified employees - Called for – Regarding.

It is proposed to call for applications from the qualified employees in various categories of Regular Work Establishment Cadre and Provincial Cadre (Office Helper and Record Clerk), who are drawing the regular time scale of pay (Pay Band) to fill up 564 vacant posts of Typist and 88 posts of Steno-Typist by internal selection in the Pay Band of Rs.5400-20200 with Grade Pay Rs.2200/- + applicable Special Pay. The necessary qualification are as follows:-

- a) For the post of Typist -
- a) Must pass in Minimum General Educational Qualification (i.e) S.S.L.C/Matriculation (or) Equivalent Qualification.
 - b) Must have passed the Government Technical Examination in Typewriting.
 - i) Senior Grade in Tamil and English **(or)**
 - ii) Senior Grade in Tamil and Junior Grade in English **(or)**
 - iii) Senior Grade in English and Junior Grade in Tamil.
- b) For the post of Steno-Typist -
- a) Must pass in Minimum General Educational Qualification (i.e) S.S.L.C/Matriculation (or) Equivalent Qualification.
 - b) Must have passed the Government Technical Examination both in Typewriting and Shorthand.
 - i) Senior Grade in Tamil and English **(or)**
 - ii) Senior Grade in Tamil and Junior Grade in English **(or)**
 - iii) Senior Grade in English and Junior Grade in Tamil.

2) The candidates who are willing to apply for the post of Typist/ Steno-Typist should have been **completed their probation period before 04.01.2017.**

3) In addition to the above qualification, the Government orders have been issued prescribing qualification on Computer knowledge and adopted in TANGEDCO vide (per.) B.P. (F.B.) No.21, (Adm.Br.) dt.29.12.2009. **"The certificate Course in Computer on Office Automation"** awarded by the Technical Education Department as Additional Technical Educational qualification for the posts of Typists and Steno-Typists.

4) "The Candidates who do not possess the said qualification conducted by Technical Education Department may also apply. If selected, they should acquire such qualification within the period of their probation. The probation will be declared in their cases only after getting a pass in the said Certificate Course. Otherwise they will be dealt with as per the provision under General Rule 27 of Tamil Nadu State and Subordinate Services".

5) The Assessor/Assessor Grade II, I.T.I. Holders with Technical Qualification of NTC/NAC, Diploma/B.E. are not eligible for the post of Typists/Steno-Typist. The Ex-Servicemen appointed as Watchmen are also not eligible for Internal Selection.

6) I am to request you to give wide publicity by displaying a copy of this communication in the Notice Board of respective offices.

7) I request you to obtain the applications from the employees with attested copies of certificates towards evidence of their date of birth, Community, Academic Qualification (S.S.L.C. Mark Sheet) together with requisite technical qualification by fixing a last date for receipt of application. The bio-data of employees furnished in their applications may be thoroughly verified with reference to Service Books and a statement furnishing the names of employees applied for the post of Typists and Steno-Typists may be prepared as in Annexure-I (Specimen form enclosed) separately for Typists and Steno- Typists and the statement may be sent along with the applications submitted by the employees.

8) If any I.T.I./Diploma/B.E. Holders proposals are sent to this office, it will be viewed seriously and action will be taken on the concerned Staff/Officer, in this regard.

9) Those employees who are qualified and willing, should submitted their application in the prescribed form **to their Head of Office on or before 23.01.2017.** A specimen form of application to be given by such employees is enclosed. Their selection and appointment to the post is subject to agreeing to the conditions with regard to fixation of pay etc. as specified in the form of application. The cases of those, who do not submit their applications on or before the specified date will not be considered for selection.

10) In the case of Disciplinary Proceeding pending if any against any employees, the details of charges on which disciplinary proceedings are pending may be indicated and if the employee is undergoing punishment, the nature of punishment imposed, nature of charges and the date of commencement and completion of punishment may also be furnished.

11) The applications received from the employees along with proposals in complete shape may be **sent to this Office on or before 04.02.2017** without fail. If no qualified person is available, a 'NIL' report may be sent. I request you to ensure that the proposals for the post of Typists/Steno-Typists should be sent within the due date.

12) The receipt of this letter should be acknowledged in the first instance.

A.V.RAVI
CHIEF ENGINEER/PERSONNEL

Encl:- As above.

Copy to:-

All Chief Engineers,)
The Chief Financial Controller/Accounts Branch/Chennai-2.)
The Chief Internal Audit Officer/Audit Branch/Chennai/Ch-2.) ***
The Under Secretary/Establishment/Secretariat Branch/Ch-2.)
Then Assistant Personnel Office/Head Quarters/Adm.Br./Ch-2.)

*** with a request to furnish similar proposal.

The Assistant Personnel Officer/Accounts Staff/Adm. Branch/
G.28 Section/Chennai -2 for information.

Stock file.

:: FORWARDED BY ORDER ::

Sd/**07.01.2017
(S.KUMAR)
PERSONNEL OFFICER/RECRUITMENT

APPLICATION FOR APPOINTMENT TO THE POST OF TYPIST/STENO-TYPIST BY INTERNAL SELECTION DURING THE YEAR 2016 (RECORD CLERK, OFFICE HELPER IN PROVINCIAL CADRE AND RWE CADRE)

1. Name of the Employee and Sex :
2. Designation/Circle and date of joining in the present post :
3. Present time Pay Band with Grade Pay :
4. Method of appointment :
(a) Compassionate Grounds
(b) Land Acquisition
(c) Absorption of C.Ls.
(d) Direct Recruitment.
5. Date of first appointment and Post. (Specify the training period) :
6. Date of Completion of Training Period :
7. Date of Commencement of probation period :
8. Date of Completion of probation period :
9. Date of Birth (Copy of T.C. should be produced) :
10. Community (SC/ST, MBC/DC, BC or OC) Name of community should be specified if the individual claims to be SC, MBC/DC or BC, Community Certificate should be Obtained from Revenue authorities not lower in rank than a Tashildar or Headquarters Deputy Tashildar or Independent Tashildar or Panchayat Union Commissioner shall be produced. In the case of ST Community Certificate should be obtained only from Revenue Divisional Officers. :
11. Higher Educational Qualification (Copy of certificate, S.S.L.C. Mark list and T.C should be produced) :
12. Technical Qualification Typewriting and Short-hand (Copy of certificate should be Produced) :
13. Knowledge in Tamil :
14. Differently abled person : Yes/No
(If Yes, Certificate should be enclosed)

(ATTESTED XEROX COPIES OF CERTIFICATES FOR PROOF OF AGE, T.C ., COMMUNITY AND EDUCATIONAL QUALIFICATION SHOULD BE ENCLOSED).

DECLARATION

I declare that the particulars furnished above are true to the best of my knowledge and I shall not ask for any alteration or change thereof at a later date.

2) I agree to relinquish my rights for promotion in Regular work Establishment Cadre/Provincial Cadre in the event of my appointment as Typists/Steno-Typists.

3) I will not ask for reversion to my old post in Regular work Establishment Cadre/Provincial Cadre.

4) I am aware that this option exercised by me is final.

5) If, I am selected and appointed as Typist/Steno-Typist, I am agreeable to regulate my pay in the post of Typists/Steno-Typists, by grant of Personal Pay to the extent of the difference in the basic pay admissible to me from time to time in the post of Typists/Steno-Typists and the basic pay that would have been drawn by me in the previous post, had I continued in the previous post, till the basic pay in the post of Typists/Steno-Typists becomes equal to or more than basic pay in the previous post or by promotion to higher post whichever is earlier as per orders in B.O.S.B/ Memo. (Per.) No. 11297/A3/A31/2014-1, dated.19.11.2014.

SIGNATURE OF APPLICANT.

DATE :
STATION & CIRCLE :

(To be filled in by the forwarding authority)

Endt.No.

Dated:

Forwarded

1. Certified that date of joining in the Board on first appointment of the individual is (Date) as (Designation).
2. Certified that the individual is now working as (Designation) in the Pay Band of Rs. with Grade Pay of Rs. from (Date) onwards.
3. Certified that the particulars furnished by the employee are verified with reference to the original certificate produced and found correct.

Date :
Station :

Signature :
Designation :