

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.  
ADMINISTRATIVE BRANCH

From

To

Er. A.RAJA, B.E., F.I.E.,  
Chief Engineer/Personnel,  
144, Anna Salai,  
Chennai - 600 002.

All Superintending Engineers,

Letter No.048774/970/G.57/G.571/2013-1, dated 25.06.2013.

Sir,

Sub: Estt. - Class III Service - Filling up of vacancies of  
Technical Assistant (Mechanical) by Internal selection  
from the willing employees - Particulars called for.

Ref: (Per.) B.P. (FB) No.45, Adm.Branch, dated 15.12.1998.

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It has been proposed to call for applications from the qualified employees in R.W.E and Non - R.W.E categories, who possess the requisite qualification viz. Diploma in Mechanical Engineering or equivalent for appointment to the post of Technical Assistant (Mechl.) by Internal Selection.

2) Those willing employees who have passed the above said Diploma examination held in October 2012 and earlier, should submit their application in the prescribed format (Copy enclosed) to their head of office on or before 15.07.2013 and those who do not apply, with the prescribed time will not be considered for selection. Internal selection will be considered subject to the condition that the employees should have completed a minimum of one year regular service in the present post in the regular time scale of pay.

3) Further I request you to obtain and forward the application forms of the employees working in your circle and report the following details such as date of first appointment in the regular post and in regular time scale of pay and with the attested copies of Transfer Certificate, Community, Higher Secondary or S.S.L.C./ 10th Standard Mark Sheet and Diploma/Provisional Certificate etc. The Bio-data of the employees furnished in their applications may be thoroughly verified and a consolidated proposal in the format as mentioned in "Annexure - A" should be sent along with the applications.

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4) The willing employees should be free from D.P./Vigilance enquiry etc. while forwarding their applications for internal selection, if the details of the employees are undergoing punishment or facing disciplinary proceedings, Vigilance enquiry etc., may be furnished with specific remarks.

5) Further, I request you to communicate this reference to the Sub-ordinate Officers with suitable instructions to give wide publicity by displaying this communication on the Notice Board in their respective offices.

6) I request you to forward the consolidated proposal furnishing all the required details in complete shape to reach this office positively on or before 30.07.2013.

7) If no qualified person is available, a 'NIL' report may be sent.

8) This may be treated as specially urgent and the report may be sent within the due date.

9) If no proposal is received within the stipulated time, the report in respect of your circle will be taken as NIL and for omission if any found at a later date, the Officer/Staff concerned will be held personally responsible for the lapses.

10) I request you to acknowledge the receipt of this letter immediately.

Encl:- 1.Specimen form  
2. "Annexure -A".

A.RAJA  
CHIEF ENGINEER/PERSONNEL

Copy to:-

All Chief Engineers	}	
Deputy Secretary/Administration,	}	
Board Secretariat Branch, Chennai-2	}	
Chief Financial Controller/	}	For furnishing similar details
Accounts Branch, Chennai-2.	}	
Chief Internal Audit Officer/	}	
Audit Branch, Chennai -2.	}	
Senior Personnel Officer/Recruitment	}	
Adm. Branch, Chennai-2.	}	

:: FORWARDED ::

SD./- 26.06.2013.  
(S.C.KOMALEESWARI)  
SENIOR PERSONNEL OFFICER/RECRUITMENT

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.**

**APPLICATION FOR CONSIDERATION OF QUALIFIED EMPLOYEES (OCTOBER 2012 AND EARLIER) WORKING IN REGULAR WORK ESTABLISHMENT/NON-REGULAR WORK ESTABLISHMENT APPOINTMENT AS TECHNICAL ASSISTANT/MECHANICAL BY INTERNAL SELECTION DURING 2013.**

- S.R.No. Circle/Office
01. Name and Sex :
02. Designation, Circle and Time-Scale of Pay with Grade Pay. :
03. Date of first appointment with breakup details of Helper Trainee etc. :  
(a) Compassionate appointment.  
(b) Direct Recruitment.  
(c) Contract Labourer.
04. Date of joining in the present post. :
05. Date of Birth
06. Name of the Community (SC/ST, MBC/DC, BC, OC). :
- (If the individual claims as SC/ST, he should obtained as Certificate from Revenue Officer not lower in rank than a Thasildar and as MBC/DC and BC obtain the certificate from Tahsildar or an Independant to Head Quarters Deputy Thasildar or from Panchayat Union Commissioner Specifically indicating the Community to which belongs to).
07. Month & Year of passing of Diploma (i.e.) Diploma in Mechanical Engineering or equivalent. :

**(ATTESTED COPIES OF CERTIFICATES FOR PROOF OF AGE, COMMUNITY, EDUCATIONAL/TECHNICAL 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.

I agree to relinquish my rights for promotion in the present post held in Regular Work Establishment/Non-Regular Work Establishment in the event of my appointment as Technical Assistant/Mechanical.

If, selected and given appointment as Technical Assistant/Mechanical, I agree for protection in pay 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 Technical Assistant/Mechanical 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 Technical Assistant/Mechanical becomes equal to or more than basic pay in the previous post or my promotion to higher post whichever is earlier as per orders in (Per.) B.P.Ms.(FB) No.95, (Secretariat Branch), dated 20.11.1985.

SIGNATURE OF APPLICANT

DATE :

STATION & CIRCLE :

**ANNEXURE-A**  
**(FOR OFFICE USE ONLY)**

**STATEMENT SHOWING THE DETAILS OF QUALIFIED EMPLOYEES OF**  
**BOARD FOR SELECTION TO**  
**THE POST OF TECHNICAL ASSISTANT/MECHANICAL BY INTERNAL**  
**SELECTION DURING THE YEAR 2013.**

Sl. No.	Name of the Employee, Date of Birth	Designation and Circle	Time scale of pay with Grade Pay.	Community	Month and year of passing of Diploma in Mechanical Engineering or equivalent.	Training period .		Date of joining in Regular Post .
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)
						Category		
						From	To	

Period of break Service if any	Whether possessing adequate knowledge in Tamil.	Whether any Disciplinary pending or undergoing punishment. If yes, complete details about the nature of charges framed, kind of punishment imposed and the probable date of expiry of punishment period.	Whether permission granted to study part time Diploma Course. If not the action taken for the same may be reported.	Remarks
(9)	(10)	(11)	(12)	(13)

SUPERINTENDING ENGINEER.