

TAMILNADU GENERATION & DISTRIBUTION CORPORATION LTD.  
ADMINISTRATIVE BRANCH

From

Er. R.SRINIVASAN, B.E.,  
Chief Engineer/Personnel,  
144, Anna Salai,  
Chennai - 600 002.

To

All Chief Engineers and  
Superintending Engineers.

Letter NO.017099/105/G.56/G.562/2013-1, dated 27.02.2013.

Sir,

Sub: Recruitment - (Internal) - Class IV Service  
Filling up of vacancies of Assessor Grade II by  
internal selection - Particulars of qualified  
employees Called for.

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It has been proposed to call for applications from the qualified employees in various category of Regular work Establishment, Record Clerk and Office Helpers in provincial cadre, who possess the Minimum General Educational qualification of S.S.L.C/Matriculation or equivalent qualification and above for internal selection and appointment to the post of Assessor Grade II in the Pay Band of Rs.5400-20,000 + 1900 Grade Pay.

2. I.T.I.holders with Technical qualification of NTC/NAC initially appointed to the post of Regular Work Establishment Helper are not eligible for the post of Assessor Grade II. The Ex-Servicemen appointed as watchaman are also not eligible for the post of Assessor Grade II.

3. Those employees in the above said categories of posts, who are qualified and willing should submit their applications in the prescribed form for the post of Assessor Grade II to their head of office on or before 15.03.2013. 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.

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4. I therefore request you to obtain applications from the employees with attested copy of certificates towards evidence of their date of birth, academic qualifications and community to which they claim to belong fixing the last date for its receipt. The bio-data of employees furnished in their applications may be thoroughly verified and a consolidated proposal furnishing the name of employees applied for Internal Selection to the post of Assessor Grade II may be prepared separately in Annexure-I (Specimen form enclosed) and sent along with the applications submitted by employees.

5. In case, if Disciplinary Proceeding is pending against any employee, the details of charges on which Disciplinary Proceedings is pending may be indicated and where the employee is undergoing punishment, the nature of punishment imposed, nature of charges and the date of expiry of the period of punishment may be furnished.

6. I request you to communicate this to your subordinate officers immediately with suitable instructions to give wide publicity by displaying a copy of this communication on the Notice Board in their respective offices.

7. The applications received from the employees along with all the required details in complete shape along with the recommendations of the concerned Chief Engineers/Superintending Engineers should be sent to this office on or before 15.03.2013 without fail. If no qualified person is available, a nil report may be sent.

8. Receipt of this letter shall be acknowledged in the first instance.

Encl: Three

R.SRINIVASAN  
CHIEF ENGINEER/PERSONNEL

Copy to Chief Financial Controller/	}	
Accounts Branch, Chennai -2.	}	
Copy to Chief Internal Audit officer/	}	
Audit Branch/Chennai -2	}	With a request to
Copy to the Under Secretary/Estt./BOSB/	}	furnish similar
Chennai -2	}	report
Copy to Assistant Personnel Officer/	}	
Head Quarters/Board Office Adm. Br.	}	
Chennai -2.	}	

:: FORWARDED::

Sd./xxx ( 28.02.2013)  
(S.C.KOMALEESWARI)  
SENIOR PERSONNEL OFFICER/RECRUITMENT

RECT/2002/G56/ ASSESSOR.

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION

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APPLICATION FOR APPOINTMENT TO THE POST OF ASSESSOR GRADE II BY INTERNAL SELECTION 2013 (ALL EMPLOYEES IN R.W.E. CADRE RC/OH CAN APPLY)-I.T.I HOLDERS WITH TECHNICAL QUALIFICATION OF NTC/NAC INITIALLY APPOINTED TO THE POST OF R.W.E. HELPERS AND HELPERS/OFFICE HELPERS(TRAINEEES) ARE NOT ELIGIBLE FOR THE POST OF ASSESSOR GRADE II. EX-SERVICEMEN APPOINTED AS WATCHMAN ARE NOT ELIGIBLE FOR THE POST OF ASSESSOR GRADE II.

1. Name of employee and Sex :
2. Designation and date of appointment in the present post :
3. System / Circle :
4. Date of Birth (Copy of first page of S.S.L.C. Book should be produced. :
5. Father's name :
6. 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 Tahsildar or Headquarters Deputy Tahsildar or Independent Tahsildar or Panchayat Union Commuissioner and produced. In the case of ST community certificate should be obtained only from Revenue Divdisional Officers. }
7. Highest Educational qualification (Copy of certificate/Mark list evidencing the qualification and fitness for eye sight from Recognised Medical Officer should be produced). :
8. Knowledge in Tamil :

Signature of the Applicant

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 of cadre thereof at a later-date.

I agree to relinquish my rights for promotion in Regular work Establishment in the event of my appointment as Assessor Grade II.

I may be considered for Assessor Grade II, I was not recruited as Helper by direct recruitment with NTC/NAC qualification.

I will not ask for reversion to my old post in Regular Work Establishment Cadre.

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

If I am selected and appointed as Assessor Grade II, I am agreeable to regulate my pay in the post of Assessor Grade II, by grant of personnel pay to the extent of the difference in the basic pay admissible to me from time to time in the post of Assessor Grade II 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 Assessor Grade II 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.P. Ms.(FB)No.95 (Secretariat Branch) dated 20.11.1985.

Date:

Station:

Signature of Applicant

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(To be filled in by the forwarding authority)

Endt.No.

Dated.

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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 time scale of  
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:

Signature.

Station:

Designation.

ANNEXURE-I

STATEMENT SHOWING THE DETAILS OF QUALIFIED EMPLOYEES OF BOARD IN RWE AND RECORD CLERK AND OFFICE HELPER IN PROVINCIAL CADRE FOR SELECTION AND APPOINTMENT TO THE POST OF ASSESSOR GRADE II BY INTERNAL SELECTION DURING THE YEAR 2013

Name of CIRCLE/OFFICE:

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Sl. No.	Name of the employee and Sex	Designation	Date of Birth	Community	Qualification	Date of first appointment in the service of Board and the name of regular post (Please indicate the period of Training if any)
1.	2.	3.	4.	5.	6.	7.

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Pay Band + Grade Pay	Whether any disciplinary proceeding is pending or undergoing punishment with nature of charges and Officer date of completion of punishment	Disciplinary proceeding is pending or punishment	Recommendation of the Controlling	Remarks
8.	9.		10.	11.

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SUPERINTENDING ENGINEER

