

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

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

To
All Superintending Engineers,

Letter No. 109674/843/G.56/G.562/2013-1, dated 07.03.2013.

Sir,

Sub: Establishment - Class III Service - Filling up of
vacancies of Stores Custodian II Grade by Internal
Selection - Particulars of qualified employees -
Called for - Regarding.

It has been proposed to call for applications from the qualified employees in various categories of Regular Work Establishment Cadre including ITI/Diploma Holders and Provincial Cadre (Office Helper and Record Clerk), who are drawing pay in the regular time scale of pay and who possess the Minimum General Educational Qualification (i.e. S.S.L.C./ Matriculation or equivalent qualification) for appointment to the post of Stores Custodian II Grade by Internal Selection in the Pay Band of Rs.5400-20200- with Grade Pay Rs.2500/-.

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

3) I request you to obtain the applications from the employees with attested Xerox copies of certificates towards evidence of their date of birth, community, academic 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 Stores Custodian II Grade may be prepared as in Annexure-I (Specimen form enclosed) separately and the statement may be sent along with the applications submitted by the employees.

4) Those employees who are qualified and willing, should submit their application in the prescribed form to their Head of Office. 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.

..2..

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

6) The applications received from the employees along with proposals in complete shape may be sent to this office **on or before 15.04.2013** 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 Stores Custodian II Grade should be sent within the due date.

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

Encl:- As above.

R.SRINIVASAN
CHIEF ENGINEER/PERSONNEL

Copy to:-

All Chief Engineers	}	
The Chief Financial Controller/Accounts Branch	}	
	}	
	}	
/Chennai-2.	}	
The Chief Internal Audit Officer/Audit Branch	}	With a request to
	}	furnish similar report.
	}	
/Chennai-2.	}	
The Under Secretary/Establishment/Sectt.	}	
	}	
Branch/ /Chennai-2.	}	
The Assistant Personnel Officer/Head Quarters	}	
	}	
Adm. Branch/ Chennai-2.	}	
The Assistant Personnel Officer/Admn. Staff	}	For information.
G.34 Section Adm. Branch/ Chennai-2.	}	

: : FORWARDED : :

Sd./-xxxx (07.03.2013)
(V.KANNIAMMAL)
PERSONNEL OFFICER/RECRUITMENT

TANGEDCO

APPLICATION FOR APPOINTMENT TO THE POST OF STORES CUSTODIAN II GRADE BY INTERNAL SELECTION DURING THE YEAR 2013 (RECORD CLERKS, OFFICE HELPERS AND EMPLOYEES IN REGULAR WORK ESTABLISHMENT INCLUDING ITI/ DIPLOMA HOLDERS).

01. Name of employee and Sex :
02. Designation and Circle. :
03. Method of appointment :
(a) Compassionate Ground
(b) Land Acquisition
(c) Absorption of Contract Labourers
(d) Direct Recruitment.
04. Date of first appointment and the post :
(Specify the training period).
05. Date of Birth (Copy of first page of SSLC :
Book/T.C. should be produced).
06. Date of joining in the present post :
07. Community (SC/ST, MBC/DC, BC & OC) :
Name of the Community should be specified).
If the individual claims to be a SC, MBC/DC
or BC Community Certificate should be
obtained from Revenue authorities not lower
in rank than a Tahsildar or Head-quarters
Deputy Tahsildar or Independent Tahsildar or
Panchayat Union Commissioner and
produced. In the case of ST, Community
Certificate should be obtained only from
Revenue Divisional Officers.
08. Present time scale of pay with G.P. :
09. Educational Qualification (Copy of Certificate, :
SSLC Mark list and T.C. should be produced).
10. Knowledge in Tamil :

[ATTESTED COPIES OF CERTIFICATES FOR PROOF OF AGE, COMMUNITY AND (SSLC) 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 thereon at a later date.

I agree to relinquish my rights for promotion in Regular Work Establishment Cadre/Provincial Cadre in the event of my appointment as Stores Custodian II Grade.

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

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

If, I am selected and appointed as Stores Custodian II Grade, I am agreeable to regulate my pay in the post of Stores Custodian II Grade, 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 Stores Custodian II Grade 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 Stores Custodian II Grade 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 (Per.) B.P.Ms.(FB) No.95, (Secretariat Branch), dated 20.11.1985.

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 time scale of pay with grade pay of Rs..... from (date) onwards.
- 3) Certified that the particulars furnished by the employee are verified with reference to the original certificates produced and found correct.

DATE:

SIGNATURE:

STATION:

DESIGNATION:

..4..

ANNEXURE-I

STATEMENT SHOWING THE DETAILS OF QUALIFIED EMPLOYEES OF TANGEDCO IN RWE INCLUDING ITI/DIPLOMA HOLDER AND RECORD CLERK AND OFFICE HELPER IN PROVINCIAL CADRE FOR SELECTION AND APPOINTMENT TO THE POST OF STORE CUSTODIAN II GRADE BY INTERNAL SELECTION DURING THE YEAR 2013

Name of CIRCLE/OFFICE:

Sl. No.	Name of the employee and Sex	Designation and Office/ Circle	Date of Birth	Community	Qualification	Date of joining on 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.

Pay Band+ Grade Pay	Date of joining in the present post	Whether possessing adequate knowledge in Tamil	Whether any proceeding is pending or undergoing with nature of charges and Officer date of completion of punishment	Disciplinary punishment or pending or date of completion of punishment	Recommendation Controlling Officer	Remarks
8.	9.	10.	11.	12.	13.	

SUPERINTENDING ENGINEER