

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.  
ADMINISTRATIVE BRANCH

From  
Er.A.V.Ravi M.E.M.I.E.,  
Chief Engineer/ Personnel  
VIII Floor, NPKRR Maaligai,  
144 , Anna Salai,  
Chennai.600 002.

To  
The Chief Engineers &  
Superintending Engineers concerned.

Letter No. 056135/318/G.56/G.561/2015, dated 18.05.2017.

Sir,

Sub: TANGEDCO – Class III Service - Direct Recruitment  
to the post of **Typist** – Selection and Allotment  
Orders - Issued - Regarding.

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I am to inform you that the following candidates are selected and allotted to your circles to the post of **Typist** by Direct Recruitment as per the annexure-II enclosed herewith.

2) In this connection, I am to request you to verify the following original certificates by the responsible officer of your circles.

- (i) He/She should produce original Certificates from School/College in Proof for date of Birth and Certificate for Educational Qualification for verification before joining duty.
- (ii) Community Certificate.
- (iii) He/She should produce the Undertaking in Rs.100/- Stamp Paper along with the certificate of Physical Fitness obtained from a Medical Officer not lower in rank than that of a Civil Surgeon. In case of differently abled persons, relevant certificates may also be verified.
- (iv) If he/she is employed, he/she should get proper relief from present employer before joining the services of TANGEDCO.

3) I request that the original certificates produced by the candidates shall be verified thoroughly and if any discrepancies is found therein, noticed shall be reported to this office immediately.

4) The Form of Physical Fitness Certificate has already been sent to the selected candidates. The Physical Fitness Certificate produced by the candidates may be verified based on the guidelines issued in Adm. Branch Memo No.134/730/R.II(1)/85-1, dt.20.12.1995 (Published in TNEB Gazette) and defective Certificates may be returned to the candidates for rectification of the defects by the Medical Officer who issued the certificate with his dated attestation.

5) The Candidates who do not possess adequate knowledge in Tamil may immediately be directed to pass second language test within the period as per Service Regulations and entry to that effect may be made in the Service book of the individuals.

6) The Government has issued orders for prescribing qualification on computer knowledge and adopted in TANGEDCO vide (Per.) B.P. (F.B) No.21 (Administrative Branch) dated 29.12.2009 may be followed to the candidates for the post of Typist (i.e) "The Certificate Course in Computer on Office Automation" awarded by the Technical Education Department, Govt. of Tamil Nadu.

7) Necessary Genuineness Certificates of the candidates have to be obtained from the concerned Educational Department for their Educational Qualification including Typewriting and Shorthand Certificates.

8) I request you to intimate the date of joining of the selected candidates promptly.

Encl:- Annexure – I and II.

Sd/\*\*\*18.05.2017  
CHIEF ENGINEER/PERSONNEL.

## **ANNEXURE-I**

1. The Selected candidate should produce satisfactory certificate of Physical fitness. The prescribed form of certificate is enclosed and he/she shall obtain the certificate from a Medical Officer not lower in rank than that of Civil Surgeon. If he/ she has defective vision, he / she should also produce a special certificate in the form annexed to physical Fitness Certificate regarding his/ her eye-sight from an Eye-specialist who satisfies the following conditions:-
  - (i) That he is a Government Medical Officer or Honorary Surgeon, Physician or Assistant Medical Officer appointed to a Government Medical Institution.
  - (ii) That he possesses in addition to his medical qualification, as special diploma in ophthalmology or has undergone one year post graduate Training in a recognized Ophthalmic Hospital, Department or Clinic attached to a Government Institution or have been on the staff of such Hospital, Department or Clinic for at least two year and
  - (iii) That he continues to practice Ophthalmology as a specialist.
2. The Certificate of Physical Fitness in complete shape and a declaration form should be furnished to the reporting Officer along with the selection order within the time as specified.
3. If the certificate of Physical Fitness is not received within the stipulated time, it will be construed that he/ she is not interested in accepting this offer of appointment and his/ her selection will thereby be liable for cancellation without further notice.
  - (i) He/ she should produce satisfactory records in original regarding his educational qualification and date of birth to the officer concerned before joining duty. If any discrepancy is found in the certificate or if he/ she is found to be unqualified for the post now offered with reference to the certificate produced by him/ her, his /her selection and appointment will be cancelled.
  - (ii) He/She will be placed on probation for six months as per service regulations. The time scale of pay of Rs.5400–20,200 with grade pay of Rs.2200/- + Special Pay which is applicable to the post of **Typist**.
4. No request for modification of posting orders will be entertained. Even if any attempt is made for modification through third person, the selection order will be cancelled. If he / she does not join duty within the time limit, the orders of appointment and selection will be cancelled without any further intimation.
5. He/ She shall also understand that the selection is purely on temporary basis and liable for cancellation without assigning any reasons.