



**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

**NOTIFICATION NO: 01 /2017 DATED: 13.06.2017**

1. Applications are invited only through **ONLINE MODE** upto **27.06.2017** for **Direct Recruitment** to the following post.

<b>Name of the Post</b>	<b>No of Vacancies</b>	<b>Pay Band</b>
Assistant Accounts Officer	18	Rs. 15700 - 39100 + 5400 G.P

**NOTE:**

- The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- The candidate on their selection will be placed on one month training and they should be preferred to serve anywhere in Tamil Nadu.

**2. Distribution of vacancies**

Sl. No.	Name of the post	Total Vacancy	SC	SC(A)	ST	MBC /DC	BCO	BCM	GT	Differently abled person
1)	Assistant Accounts Officer	18	5	1	-	3	4	1	4	-

### 3. **IMPORTANT DATES:**

Date of Notification	<b>13/ 06/2017</b>
Last date for submission of applications and for uploading the documents	<b>27/ 06/2017</b>
Last date for payment of Fee through Canara Bank/ Indian Bank	<b>29/06/2017</b>
<b>Date and Time of Written Examination</b>	<b>09/07/2017, 10.00 A.M. to 12.00 Noon ( 2 Hours ) SUNDAY</b>

### 4. **QUALIFICATION:**

#### A. **AGE (as on 01.07.2016):**

<b>Sl. No</b>	<b>Category of Candidates</b>	<b>Minimum Age (should have completed)</b>	<b>Maximum Age</b>
1	SC, SC(A), ST, MBC/DC, BCO, BCM and Destitute Widows of all castes.	18 years	No Age limit
2	'Others' [i.e candidates not belonging to SC, SC(A), ST, MBC/DC, BCO and BCM]	18 years	30 years (should not have completed)

#### B. **EDUCATIONAL QUALIFICATION (as on 13.06.2017)**

Candidates should possess the following qualification

<b>Sl.No</b>	<b>Name of the Post</b>	<b>Qualification</b>
1	Assistant Accounts Officer	Pass in the final examinations of Chartered Accountant (CA) / Cost and Management Accountant (CMA)

#### i. **Knowledge of Tamil:-**

Candidates should possess adequate knowledge of Tamil on the date of this Notification.

Explanation:

- For this purpose, a person will be deemed to possess an adequate knowledge in Tamil in the case of a post for which Educational Qualification prescribed is the minimum general educational Qualification and above he/she must have passed the SSLC/HSC/Degree etc., with Tamil as one of the languages or studied the High school course in Tamil medium and passed the SSLC Public examination in Tamil medium.

- Every person appointed to the post whose first language is other than Tamil should pass the Tamil language EXAMINATION conducted by the TNPSC within the period of probation otherwise action as deemed fit will be taken as per Service Regulation amended from time to time.

ii. All eligible candidates including the candidates sponsored by the Employment Exchange and Open Market candidates shall apply through online to appear in the competitive written examination. The selection for the above post will be strictly based on the competitive written examination and viva-voce interview.

## **5. GENERAL INFORMATION:**

- A. The Rule of reservation of appointments is applicable to the post and the distribution of vacancies will be as per rule in force.
- B. In G.O. (Ms.) No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, and G.O.(Ms.) No.40, Personnel and Administrative Reforms (S) Department, dated 30.04.2014 the Government have issued orders to fill up 20% of all vacancies in Direct Recruitment on preferential basis to persons who studied the **prescribed qualification** in Tamil Medium. The 20% reservation of vacancies on preferential allotment to **Persons studied in Tamil Medium (PSTM)** will apply for this recruitment. (Candidates claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the candidates with PSTM are not available for selection for appointment against reserved turn such turn shall be filled up by Non-PSTM candidates but belonging to the respective communal category. The PSTM reservation certificate, shall be produced by the candidate as it has been in prescribed format / proforma (**Annexure-II**) available in the TANGEDCO website at '[www.tangedco.gov.in](http://www.tangedco.gov.in)' which shall be obtained from the Head of the Institution.
- C. Persons who belong to the State of Tamil Nadu alone, who belong to one of the Communities specified in **Annexure-III** shall be treated as persons who belong to one such communities.
- D. If no qualified and suitable woman candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.
- E. **CERTIFICATE OF PHYSICAL FITNESS:-**  
Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by TANGEDCO.
- F. The Differently Aabled persons should produce a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected before appointment when called for by Tamil Nadu Generation and Distribution Corporation. The Differently Aabled persons will be eligible for age concession upto ten years over and above the age limit prescribed for this post.

- G. Reservation of appointment to "Destitute Widows" and "Ex-servicemen" **will not apply to this recruitment.** However, the Ex-Servicemen are eligible for age relaxation upto 53 years for SC/ST and 48 in the case of candidates other than the SC/ST, wherever upper age limit prescribed.
- H. Even after filling up of the posts reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- I. The selection for appointment to the above said posts is purely provisional subject to final orders on pending Writ Petitions, if any, filed in Madras High Court and Madurai Bench of Madras High Court.
- J. Correct and true information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalised, participation in agitation or any Political Organisation, candidature in election for Parliament / State Legislature / Local Bodies etc, if any, should also be furnished to the TANGEDCO at the time of application i.e. the details thereof, originals of the judgment of Acquittals, order/ or G.O. Dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage / time of certificate verification/ interview.
- K. The original certificate for any claim relating to the selection (not related to candidature or/and claims made in the application) should be produced when called for. Any claim received thereafter will receive no attention.
- L. **Applications containing wrong claims relating to other basic qualifications / eligibility age/ category of reservation / educational qualification will be liable for rejection.**
- M. Words of Masculine Gender in these instructions should wherever the context so requires be taken to include Female Gender.

## **6. PROCEDURE OF SELECTION**

i) SELECTION WILL BE MADE IN TWO SUCCESSIVE STAGES (i.e.)

<b>SUBJECT</b>	<b>DURATION</b>	<b>MAXIMUM MARKS</b>	<b>REMARKS</b>
1. WRITTEN EXAMINATION in OMR Format	2 hours	100 *	* Marks obtained in the competitive written examination to be worked out for Eighty five percent (85%)
2. INTERVIEW		15	
3. Total		<b>100</b>	

- **WRITTEN EXAMINATION:** The question paper for WRITTEN EXAMINATION will be of Objective type in OMR format.

Part I & II - Post graduate standard  
Part III - CA/CMA Standard

ii) SCHEME OF WRITTEN EXAMINATION (OBJECTIVE TYPE) AND INTERVIEW

Sl. No.	Name of the Post	Duration of the EXAMINATION	Syllabi
01	Assistant Accounts Officer	2 Hours	The Question paper will have three parts. Part I, Part II and Part III.  Part I & II - Post graduate standard Part III - CA/CMA Standard

iii) QUESTIONS AND EVALUATION SCHEME:

Sl. No	Type	No. of Questions	No. of alternative answers	Max mark for correct answer	Max marks	Negative mark for every wrong answer	Remarks
1	Part I	20	4	1	20	1/3	Multiple shading will be considered as wrong answer and 1/3 mark will be reduced
2	Part II	35*	4	1	20	1/3	*All the correct answers upto 20 will be awarded marks and all the wrong answers shall be taken into consideration for awarding negative marks.  Multiple shading will be considered as wrong answer and 1/3 mark will be reduced
3	Part III	60/65**	4	1	60	1/3	**All the correct answers upto 60 will be awarded marks and all the wrong answers shall be taken into consideration for awarding negative marks.  Multiple shading will be considered as wrong answer and 1/3 mark will be reduced

**Note: Marks will not be deducted for the questions left unanswered.**

- The selected candidates from the competitive written examination may be permitted to attend interview based on the ranking and as per rule of reservation in the ratio of 1:5.

iv) After the written EXAMINATION, the selection will be finalized as below:

- i. Marks obtained in the competitive written examination to be worked out for - 85%
- ii. For viva-voce interview in Technical (or) Non- Technical (or) General Subject & Managerial skills (10% marks based on the performance in the interview and 5% for Academic marks) - 15%

The final selection shall be made based on the merit of the marks (Written examination + Viva-voce Interview) and as per Communal Roaster.

**Note:**

- To use blue or black Ball Point Pen only.
- Answer sheet will be invalidated if shaded in Pencil.
- The answer sheet will be invalidated if the box for Booklet Series is not shaded and could not be identified even by physical verification of the answer sheet.

**v) Syllabus:**

The syllabus for Assistant Accounts Officer is available in TANGEDCO website as **Annexure-I**.

**7. CENTRES FOR EXAMINATION**

Name of the Centre	Centre Code
Chennai	1000

**Note:**

The TANGEDCO reserves the right to increase the number of examination centres and to re-allot the candidates.

**8. FEES**

Examination Fees (OC, BCO, BCM, MBC/ DC)	Rs. 500/- (Rupees Five Hundred only)
Examination Fees (SC, SCA, ST)	Rs. 250/- (Rupees Two Hundred and fifty only)
Examination Fees Destitute widow, Ex-servicemen and Differently abled persons	Rs. 250/- (Rupees Two Hundred and fifty only)

**Note:**

- i) Candidates have also to pay the service charges as applicable to the bank.
- ii) The Examination Fees will not be reimbursed to the Applicant on account of any reason.

## **9. CONCESSIONS:**

Persons claiming concessions in the matter of age, and/or fee allowed referred to above has to produce evidence for such claim when called for, otherwise his / her application will be liable for rejection.

## **10. HOW TO APPLY**

- 1) Candidate should apply only through Online in the TANGEDCO's Website [www.tangedco.gov.in](http://www.tangedco.gov.in). In the website the candidate can go to the online application portal by clicking the link.
- 2) The candidate should use a valid e-mail id and a valid mobile number for registration in online application. This email id and mobile number must be maintained active, as all the communications to the candidates from TANGEDCO will be sent only to the registered email id and mobile number.
- 3) The candidate must keep ready the details of Marks, Percentage/CPGA of Marks, Certificate Numbers, Year of Passing, Board/University details etc., in their hands before applying through online.
- 4) Before applying, the candidates should have the following items to be ready in CD or DVD or Pen drive as per the convenience of the candidates.
  - i) Scanned image of their photograph, signature and Thumb impression in **jpeg** format only with prescribed file size, resolution etc. The procedure for taking photograph, signature and Thumb impression are given with full details in the Guidelines to the candidates.
  - ii) Scanned copy of Community Certificate of the candidates belonging to BCO, BCM, MBC/DC, SC, SCA, ST. (Not applicable to OC candidates) in **PDF** format only.
  - iii) Scanned copy of CA/CMA Final Certificate, Priority certificates, PSTM, Destitute widow Certificates etc., of the candidates (whichever is applicable) in **PDF** format only.
  - iv) Scanned copy of the certificate for Differently abled (if applicable) in **PDF** format only.

## **11. APPLYING ONLINE:**

1. Candidates are first required to log on to the TANGEDCO's Website [www.tangedco.gov.in](http://www.tangedco.gov.in). In the website the candidate can go to the Online application portal by clicking the link.
2. Follow the procedure given in the Guidelines to the candidates for applying in Online.
3. Applying through online have the following major procedures
  - a) One Time User Registration
  - b) Candidate Profile updation which includes various sections like Personal Information, Educational Qualifications, Experiences and Declaration section along with necessary relevant upload of scanned copy of documents.
  - c) Download of Bank Challan for paying Examination fees.
  - d) Download of Application form.
4. After the candidate completes the One Time Registration, an USER ID with Password will be generated. The User ID & Password has to be kept confidential and do not disclose it to anyone.
5. This USER ID can be used for log on into the application portal for applying for the post if the candidates are eligible for that post after updating the relevant profile information.
6. Candidates are required to upload their photograph, signature, and left hand thumb impression as per the specifications given in the Guidelines for scanning and upload of photograph, signature, and left hand thumb impression. If the candidate is coming under differently abled category and unable to take left hand thumb impression, then the candidate can take Right hand thumb impression. **An online application uploaded without photograph, signature, and thumb impression will be rejected.**



7. Candidates must upload the relevant scanned copies in PDF format as follows:

<b>SI No</b>	<b>Certificate</b>	<b>Description</b>
1	Provisional or Degree Certificate	Proof of prescribed Educational Qualification in support of their Educational qualification.
2	Community Certificate	All the communities (other than OC) belonging to SC/SCA/ST/BCO /BCM / (MBC/DC) in case of those who claims quota under communal reservations.
3	Priority Certificates for <ul style="list-style-type: none"> <li>• Disabled Ex-serviceman</li> <li>• Dependent of Ex-serviceman killed/Disabled in action</li> <li>• Destitute widow</li> <li>• Ex-serviceman/Dependents of serving personnel of Ex-serviceman</li> <li>• Intercaste marriage</li> <li>• Repatriate (Country)</li> <li>• Member of the family whose lands acquired by the Government.</li> <li>• Dependents of freedom fighter</li> <li>• Retrenched</li> </ul>	To avail special category reservation.  (If applicable)
4	Differently abled certificate	To avail the Differently abled reservation.
5	Studied Prescribed Qualification in Tamil Medium	The PSTM certificate shall be obtained from the Head of the Institution.

### **12 (i) MODE OF FEE PAYMENT:**

1. For mode of payment candidates have to select either Canara Bank or Indian Bank.
2. Click "Download Challan" option. System will generate the payment challan which the candidates need to take print out and go to the nearest branch of Indian bank or Canara bank as the case may be, to make the payment.
3. Collect the Candidate and TANGEDCO copy of the fee payment challan from the bank branch. Please check that **Bank reference No, TANGEDCO acknowledgement number**, Bank Branch code, and Deposit Date have been noted in the challan and is properly signed by the branch authorities. TANGEDCO copy need not be uploaded or submitted to TANGEDCO, but to be kept safe and to be produced when required.
4. Online Application Registration will be taken as successful, only if the payment is made either in the Canara Bank or Indian Bank within two working days from the date of submission of application.

**Note:** Payment of fees in the form of DD (Demand Draft)/ Postal Order etc, will not be accepted and the fee will not ordinarily refunded.

### **12 (ii) PRINT OPTION:**

1. After submitting the application, candidates can print/save their application in PDF format.
2. After logon to the application portal using User ID and password, Candidate can download their application and print if required.
3. Candidates need not send the printout of the online application or any other supporting documents to the TANGEDCO. The certificates and the other documents will be verified only when the candidates coming up for next stage of selection.

**Note:**

- (i) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the TANGEDCO's website on account of heavy load on internet/website jam.
- (ii) TANGEDCO does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the TANGEDCO.
- (iii) Under No circumstances, a candidate should share/mention e-mail ID or Mobile Number to any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that e-mail account till final results are announced.
- (iv) Candidates should carefully fill in the details in the On-Line Application at the appropriate places and submit the details as per the procedure given in the 'Guidelines to the candidates'. Candidates are advised to verify each and every particular filled in the application. The name of the candidate or his/her father etc should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (v) Request for change/correction in any particulars in the Application form shall not be entertained under any circumstances AFTER THE APPLICATION HAS BEEN SUBMITTED. TANGEDCO will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

### **13) REJECTION OF APPLICATION (At any stage of Recruitment process)**

- a) If application is received after closing date for any reason whatsoever.
- b) If Date & Signature is not appended in the application form in the prescribed places.
- c) If the candidate does not found to have acquired the essential qualification.
- d) If Photograph, signature and Thumb impression are not uploaded in the application form in the prescribed format.
- e) If the photocopies of all related documents are not uploaded as well as and when asked to do so.
- f) If a candidate fraudulently claim SC/ST/OBC/ Exs./DW/ Differently Abled persons status.
- g) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- h) The TANGEDCO reserves its right to postpone/ cancel the recruitment process at any stage without assigning any reasons thereof.

### **14. OTHER IMPORTANT INSTRUCTIONS**

- a. Candidates should ensure their eligibility for examination:** The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. **Their admission to the examination will be purely provisional subject to satisfying of the eligibility conditions.** Mere issue of memo of admission to the candidate will not imply that his/her candidature has been fully cleared by the TANGEDCO.
- b. How to apply:** Candidates are required to apply Online by using the website [www.tangedco.gov.in](http://www.tangedco.gov.in). Detailed instructions for filling up online application are given in Para 11 of this Notification.
- c.** The Hall Tickets for eligible candidates will be made available in the TANGEDCO's Website for downloading by candidates. No Hall Ticket will be sent by post. So, the candidates should watch TANGEDCO website ahead / before the scheduled date of examination.
- d. Facilitation centre for guidance of candidates:** In case of any guidance / information / clarification of their applications, candidature, etc. candidates can contact TANGEDCO office in person or over Telephone No. 044-28522256 or through e-mail id [sporecruit@tnebnet.org](mailto:sporecruit@tnebnet.org) on all working days between 10.30 a.m. and 05.00 p.m.

**e. Mobile Phones and other Articles Banned:**

- (i) Candidates are not allowed to bring Pager, Cellular Phone, Calculator, Memory Notes and books etc. or any other Electronic device or Recording Device either as separate piece or part of something used by the candidate such as Watch or Ring inside the Examination Hall.
- (ii) If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected for a physical search including frisking on the spot.
- (iii) Do not bring into the Examination Hall any article such as books, notes, loose sheets, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc. except the permitted writing material i.e. pen. No colour pen or pencil must be used.
- (iv) Candidates are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.

**f.** The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission for Written EXAMINATION and interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. The certificates should be submitted when called for by the TANGEDCO. If on verification at any time before or after the written EXAMINATION and interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the TANGEDCO.

- If any of their claims found to be incorrect, they may render themselves liable to disciplinary/criminal action by the TANGEDCO.
- **Unfair means strictly prohibited:** No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

**g.** Conduct in Examination Hall: No candidate should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the TANGEDCO for the conduct of the examination. Any such misconduct will be severely viewed & penalised.

**The Online Application can be filled upto 27.06.2017 till 23.59 Hrs. after which the link will be disabled**

*(For any additional information the candidates may refer the TANGEDCO's website [www.tangedco.gov.in](http://www.tangedco.gov.in))*

**Chief Engineer/ Personnel.**