



TANGEDCO

Direct Recruitment to the post of

GANGMAN

Guidelines for filling the application through online



VISION STATEMENT

**TO MAKE TANGEDCO SYNONYMOUS WITH AVAILABILITY OF
QUALITY AND RELIABLE POWER AT COMPETITIVE RATES.**



POWERING TAMILNADU PROGRESS





Table of Contents

Page No

1. ABOUT TNEB	3
2. HOW TO APPLY.....	4
3. ONE-TIME REGISTRATION.....	4
4. ON-LINE APPLICATION	8
4.1.HOME	8
4.2.CHANGE PASSWORD.....	8
4.3.UPDATE PROFILE.....	10
4.3.1.PERSONAL INFORMATION	10
4.3.2.ADDITIONAL INFORMATION	11
4.3.3. EDUCATIONAL QUALIFICATIONS.....	13
4.3.4. APPRENTICESHIP AT TANGEDCO & EXPERIENCE.....	15
4.3.5.DECLARATION	15
5. APPLICATION	16
5.1. APPLYING	16
5.2. VIEW APPLICATION	19
5.3. UPLOAD DOCUMENTS	21
5.4. DOWNLOAD CHALLAN for paying the EXAMINATION FEES	22
5.5. ONLINE PAYMENT MODE	23
5.6. PAYMENT STATUS.....	26
5.7. HALL TICKET.....	27
6. FORGOT PASSWORD	28

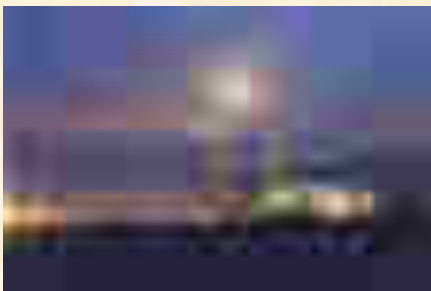




1. ABOUT TNEB

Tamil Nadu Electricity Board (TNEB) was formed on July 1, 1957 under section 54 of the Electricity (Supply) Act 1948 in the State of Tamil Nadu as a vertically integrated utility responsible for power generation, transmission and distribution. The electricity network has since been extended to all villages and towns throughout the State. TNEB was restructured on 1.11.2010 into TNEB Limited; Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO); and Tamil Nadu Transmission Corporation Limited (TANTRANSCO).

Generation



The installed capacity of conventional energy sources of Tamil Nadu Generation and Distribution Corporation Limited is 11884.44 MW as on 31.03.14 which includes TANGEDCO's Hydro (2284.4 MW), Thermal (4060 MW), Gas Stations (515.88 MW), share from Central Generating Stations (3870 MW), Private Power Projects (1154.16 MW).

The installed capacity of non-conventional energy sources as on 31.03.2014 (infirm power) is 8219.67 MW which includes wind generation (7252.61MW), Solar (96.66 MW) Biomass (211.00 MW) and Co-generation plants (659.40 MW).

Distribution



The total number of consumers being served in the State as on 31.03.14 is 252.32 Lakhs. Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) with the goal of creating electricity infrastructure to all un-electrified villages / un-electrified hamlets provide access to electricity to all households. Implementation of RGGVY in 26 districts of Tamil Nadu had already been completed. Further, implementation of the RGGVY scheme in Nilgiris, Tirunelveli and Dharmapuri districts is under progress. RAPDRP schemes are also being implemented to provide quality and reliable power supply to the consumers and to bring down the aggregate Technical and Commercial Losses (AT&C) below 15%.





2. HOW TO APPLY?

The guidelines to fill the application is as follows,

The process involves the following steps

ONE-TIME REGISTRATION

ON-LINE APPLICATION

3. ONE-TIME REGISTRATION:

Step 1: Open any browser either Mozilla firefox or Internet explorer or Google Chrome type the TANGEDCO website www.tangedco.gov.in and click the following link <http://xxx.xxx.xxx.xx/>. (This website is best viewed in Google Chrome and Firefox 3+ @ 1024 x 768 resolutions)



The following home page will be opened.





Step 2: Click the 'ON-LINE SERVICES'. Then click the 'One-Time Registration' as shown below



Step 3: The User Registration page will be opened.

Step 4: Fill all the fields with relevant data as shown below and finally click the 'Register' Button.

- a) Name of the candidate with initial.
- b) Father/Husband Name with initial.
- c) Date of birth.
- d) Sex: Select i) Male or ii) Female.
- e) E-mail id (Same e-mail id must be maintained for all the process)
- f) Address for communication and Permanent Address.
- g) City/Place
- h) Pin code
- i) Mobile No (Same mobile number must be maintained for all the process)
- j) I.D proof (Voter ID, Driving License, Passport, PAN, Aadhaar No)
- k) Validation code generated at that instance.

Note: All the communications to the candidates will be sent only to their registered e-mail id. So the candidates are instructed to have their e-mail id's preferably in **Gmail account or in Yahoo account**. The candidates are suggested to check their Inbox first and then SPAM folder. The candidates are also instructed to keep the **tdrcinfo@tnebn.org and tdrcinfo@tneb.in** id's in their Address book. (White list). (No reply to be given to these two mails ids.)





Note : The candidates must not use Special Characters like * , # \$ % etc for filling the details. However the candidate can use blank space whenever needed.

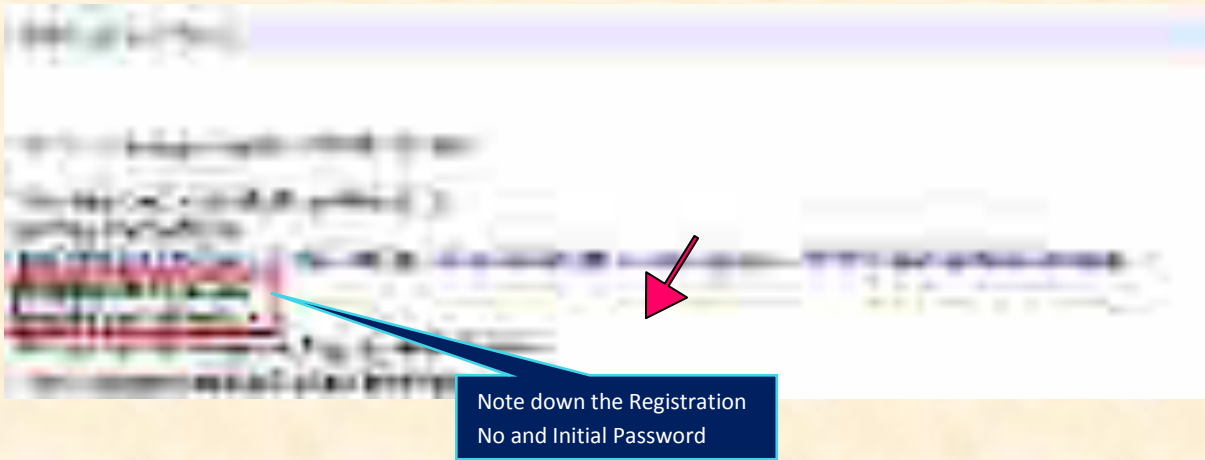


Step 5: After registration an activation mail will be sent to the e-mail id given at the time of registration.





Step 6: Now check the inbox of the e-mail given at the time of registration and follow the instruction given in the mail. **"Note down the Registration No and the Initial Password"**



After activation your registration will be completed successfully as shown below.



Till this the one time user registration process gets completed.





4. ON-LINE APPLICATION

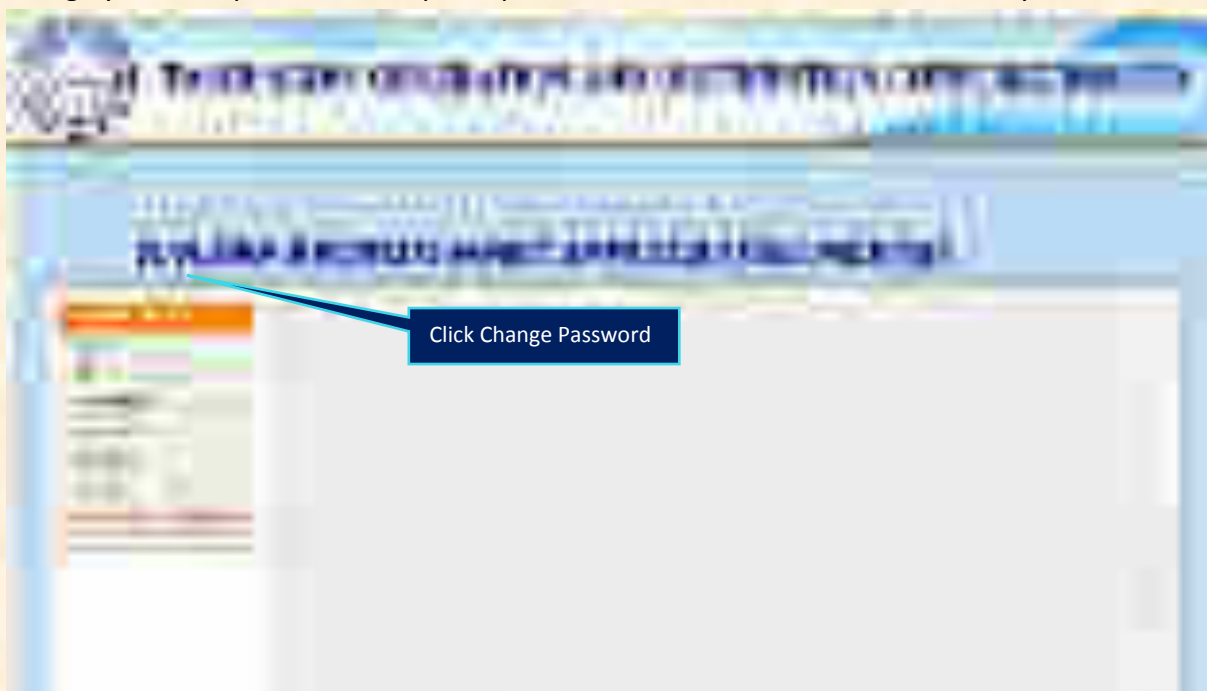
4.1.HOME: After login the home page will be displayed.



4.2.CHANGE PASSWORD

Step 1: Once Registration is completed, click “Login” and enter the Registration No and the Initial Password sent to your registered e-mail id.

Step 2: After login the home page will be displayed. Click change password option and change your own password. Keep this password safe and do not disclose to anyone.





Step 3: Give the existing password (Initial Password sent to your e-mail) , New password and confirm the New Password and click the SUBMIT button.



Your password will be changed and will get a message displayed as below.

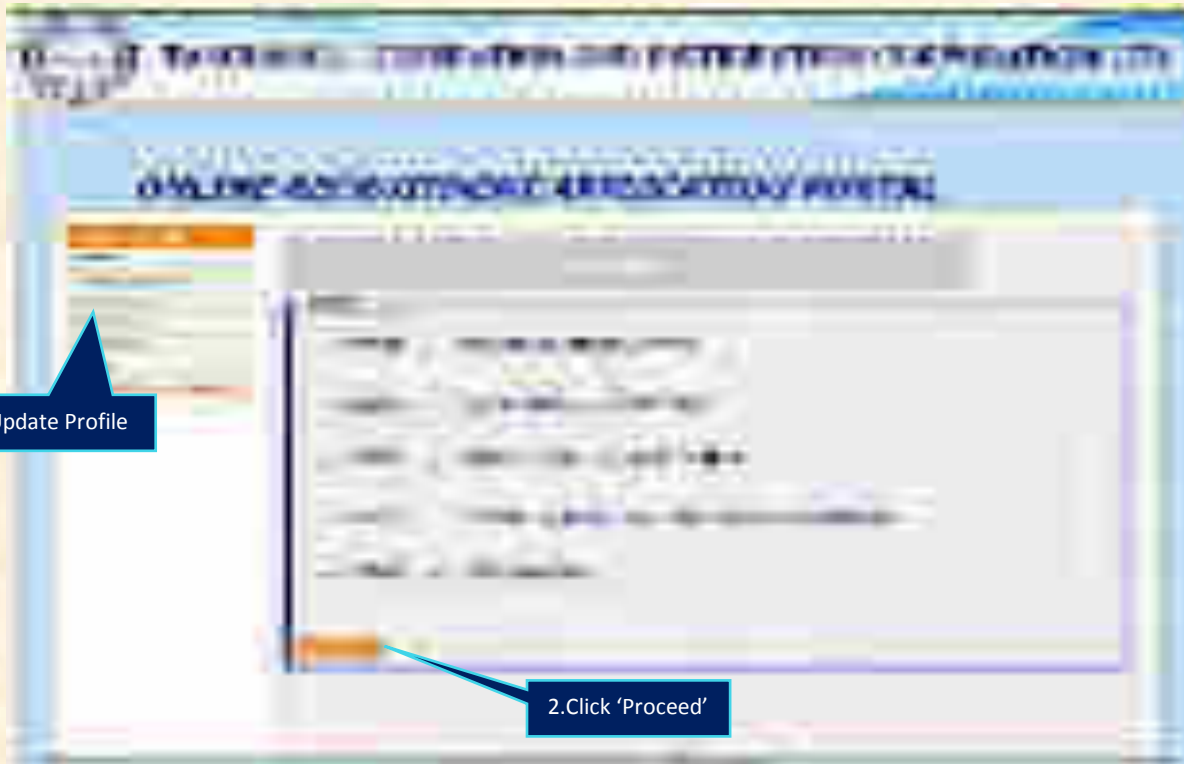


Once password is changed, click “Update profile” and click the ‘Proceed’ button





4.3.UPDATE PROFILE: The candidate has to follow 5 steps as given in the screen.



4.3.1.PERSONAL INFORMATION

The data/information given at the time of 'User Registration' will be updated in the below screen. The candidates have to update the Place of Employment Exchange, Employment Registration No, Communication Address, and Permanent Address with details. Then click SAVE button and then "Next" button. The next screen 'Additional Information' screen will be displayed.





4.3.2.ADDITIONAL INFORMATION

In additional information screen fill the details as follows,

1.Click 'SAVE'

2.Click 'Next'

- a) **Nationality:** Indian
- b) **Person belongs to :** TN State (TamilNadu) or other state.
- c) **Religion:** Hindu/Muslim/Christian/SIKHS/OTHERS, select anyone which is applicable for you.
- d) **Marital Status:** Select Married/Un-Married whichever is applicable.
- e) **Knowledge in TAMIL:** Select the SSLC/HSC/DEGREE/OTHERS, the academic during which TAMIL is one of the subjects.
- f) **Differently abled person:** Select 'One Arm', 'One Leg', Hard of Hearing whichever is applicable or otherwise select 'No'.
- g) **Do you need a scribe:** If the candidate is selecting the Differently Abled Person, Scribe option is enabled. Select 'Yes' if scribe is needed. Otherwise select 'No'. (A scribe is a person who can write and read aloud for Differently abled students in examinations).





h) If age or any other concession is claimed, the basis on which the claim is made (Priority):

Select anyone in the following which is applicable

- i. Disabled Ex-serviceman
- ii. Dependent of Ex-serviceman killed/Disabled in action
- iii. Destitute widow
- iv. Ex-serviceman/Dependents of serving personnel of Ex-serviceman
- v. Intercaste marriage
- vi. Repatriate (Country)
- vii. Member of the family whose lands acquired by the Government.
- viii. Dependents of freedom fighter
- ix. Retrenched

i) Community Category:

Select anyone in the list OC/SC/SCA/ST/MBC/DC/BCO/BCM which is applicable.

j) Do you/Does your husband, have/has more than one wife living: Select 'Yes' or 'No' as applicable.

k) Upload Photo: Upload your recently taken clear Photo by clicking 'Browse' button. Please keep your photo in **jpeg** file format in your pen drive or in computer, which size should be within 20KB and 30KB.

l) Upload Signature: Upload your scanned file of your signature. The file size should be within 10KB and 20KB and should be in **jpeg** file format.

m) Upload Left Hand Thumb Impression: Upload your scanned file of your left hand thumb impression. The file size should be within 10KB and 20KB and should be in **jpeg** file format. The candidates not having left hand can upload Right thumb impression.

Note: Instruction for uploading the Photo, Signature and Left hand thumb impression has been given separately in the Guidelines.

Ensure that the photo signature and thumb impression images are displayed properly after uploading the files to avoid rejection of application.

Once all the data are filled, click "Save' and then "Next" buttons.





Once next button is clicked the Education Qualification screen will be opened.

4.3.3. EDUCATIONAL QUALIFICATIONS:

Fill the GANGMAN Eligibility details and then additional qualifications if any like SSLC, HSC, DIPLOMA in Engineering, UG/PG in Engineering, UG/PG in Arts and Science, UG/PG in Chemistry , UG/PG in Accounts /Commerce, Qualified in Typing Examination, Qualified in Stenography Examination whichever is applicable.

- a) Qualification
- b) Mode (Regular or Private or Part time as given in the selection category)





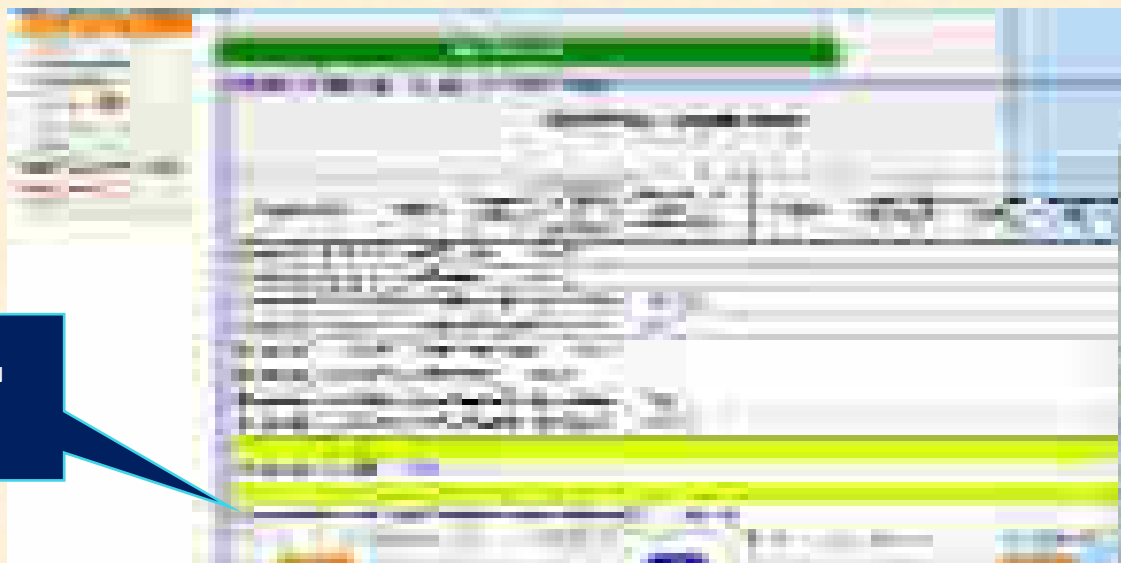
- c) Branch/Major
- d) Month & Year of Passing
- e) Name of the Board/University
- f) Medium in which studied English or Tamil Medium.
- g) Marks/CGPA Obtained.
- h) Max/CGPA Marks whichever is applicable.
- i) Certificate No.

Note: 1. Please fill only the education details which are applicable to you.

2. If the candidate have studied 5th (FIFTH) STD in TAMIL Medium and selecting the medium as 'TAMIL', then those candidates have to upload the scanned PDF copy of PSTM certificate in the prescribed format given in the notification.

Studied Prescribed Qualification in Tamil Medium (PSTM) : 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 obtained from the Head of the Institution. **The prescribed format is given in the Notification Annexure.**

After filling all the details click 'SAVE' and then click 'NEXT' button



1. Fill the GANGMAN eligibility details.

2. Click 'SAVE'

3. Click 'Next'





4.3.4. APPRENTICESHIP AT TANGEDCO (FA/TA/AE) & EXPERIENCE

Ignore the Step 4: APPRENTICESHIP AT TANGEDCO & EXPERIENCE and is not necessary to fill in the application. Automatically the page will be skipped to Step 5 Declaration.

4.3.5.DECLARATION:

Now the DECLARATION page will be opened.

You verify all the details filled in the PERSONAL INFORMATION, ADDITIONAL INFORMATION, EDUCATIONAL QUALIFICATIONS, and EXPERIENCES screens and after ensuring all the details are correct, make a TICK mark in the check box provided and click "I AGREE" button for submitting all the data. The candidate is not allowed to change the data once 'I Agree' button is clicked.

Important Note: After filling all the details in each screen like PERSONAL INFORMATION, ADDITIONAL INFORMATION, EDUCATIONAL QUALIFICATIONS, EXPERIENCES, click SAVE button as given in each steps.



Once 'I Agree' button is clicked, 'Successfully Completed the Profile' message will be displayed. Till this Update profile part is over.



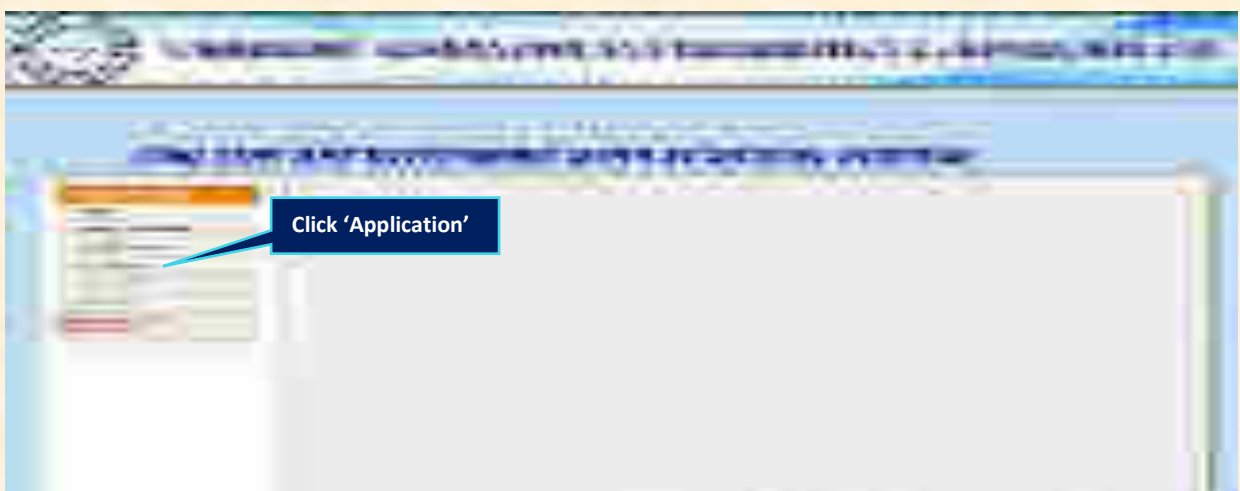


5. APPLICATION:

In this menu the candidate has to apply for the post they are willing to apply after checking the eligibility for that post.

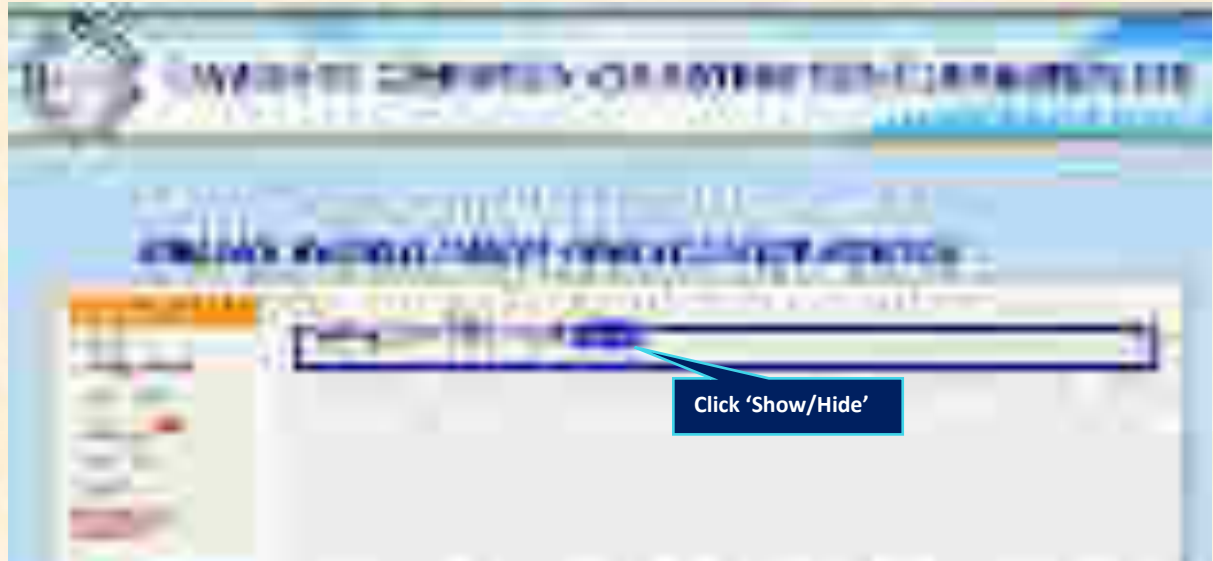
5.1. APPLYING

Step 1: Click Application Menu as shown below.



Step 2: Click Show/Hide as shown below.





Step 3: Click “Apply Here” in the below screen.



Now the application form will display all the details that the candidate has furnished in the previous forms as shown below.

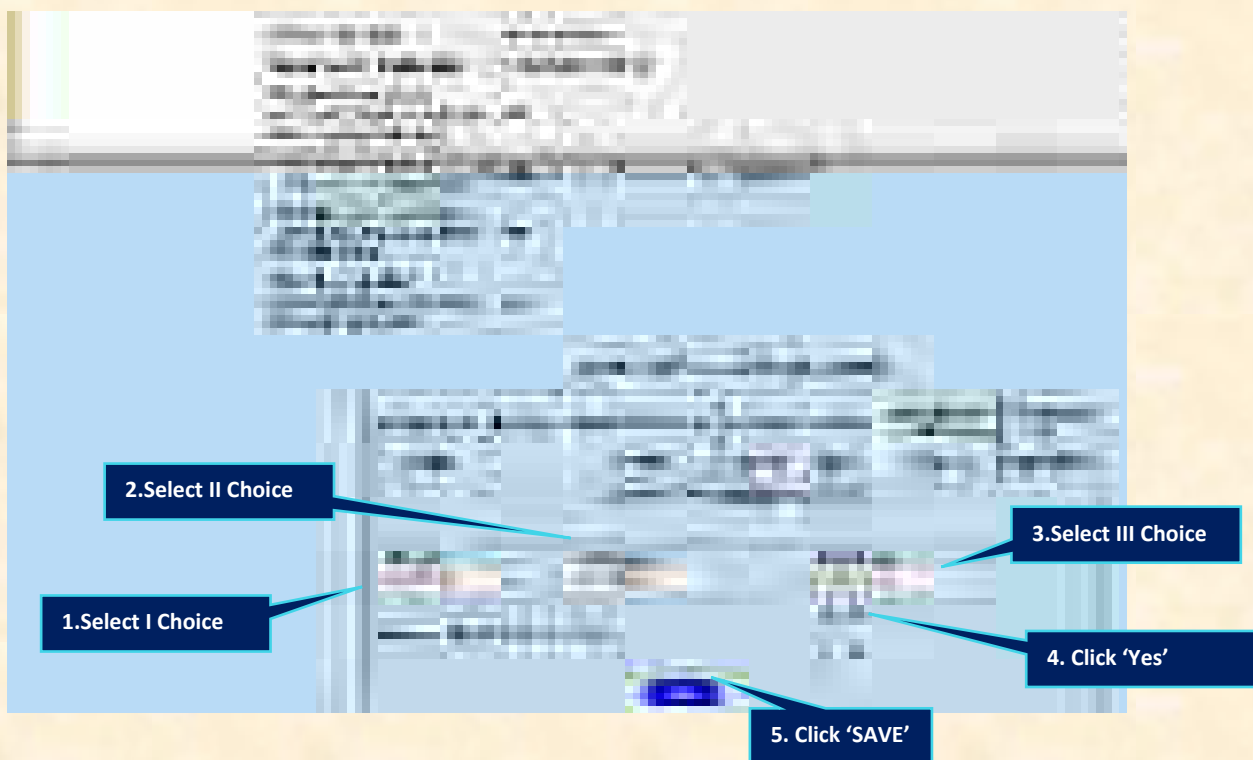
The candidate has to select the Choices of the Examination/Test center. The candidate is allowed to select upto 3 choices for the Examination/Test Center.

I Choice, II Choice and III Choice.

List of Examination centres

- | | |
|---------------|----------------|
| 1. Coimbatore | 5. Tirunelveli |
| 2. Chennai | 6. Trichy |
| 3. Madurai | 7. Vellore |
| 4. Erode | 8. Villupuram |





If the candidate thinks that he/she is Eligible for the post they are applying, select **'Yes'**.

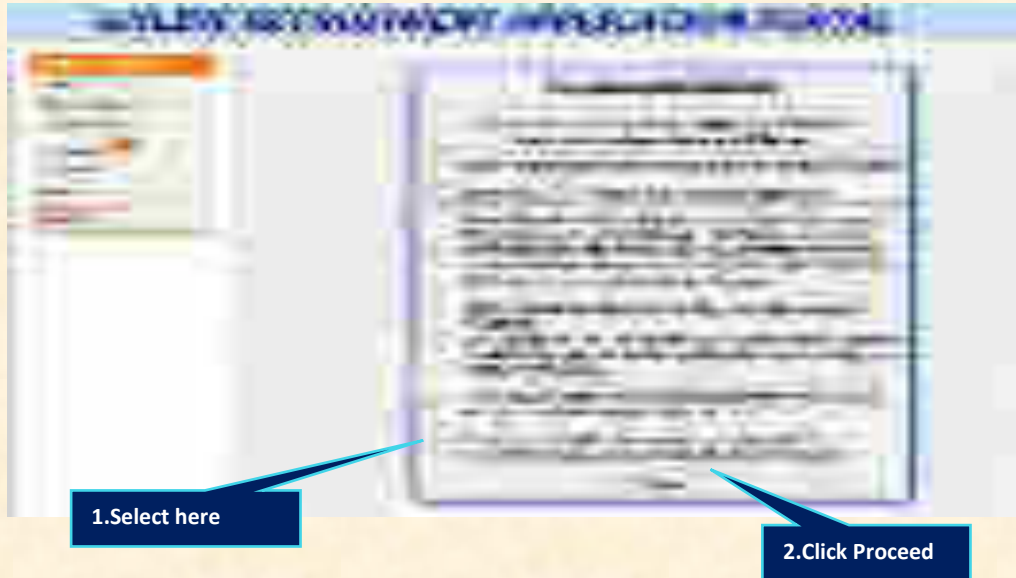
After filling all the details finally click **SAVE** to save the data.

Step 4: After SAVE button is clicked, next **"Instruction to Candidate"** screen is displayed as below. Click the **"I have understood that mere appearing / passing the**



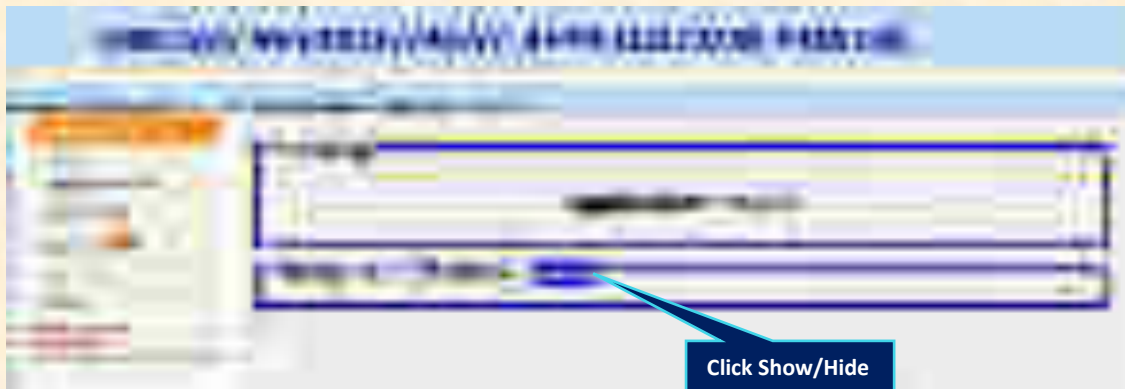


examination does not ensure eligibility for Appointment.” and click “Proceed”.



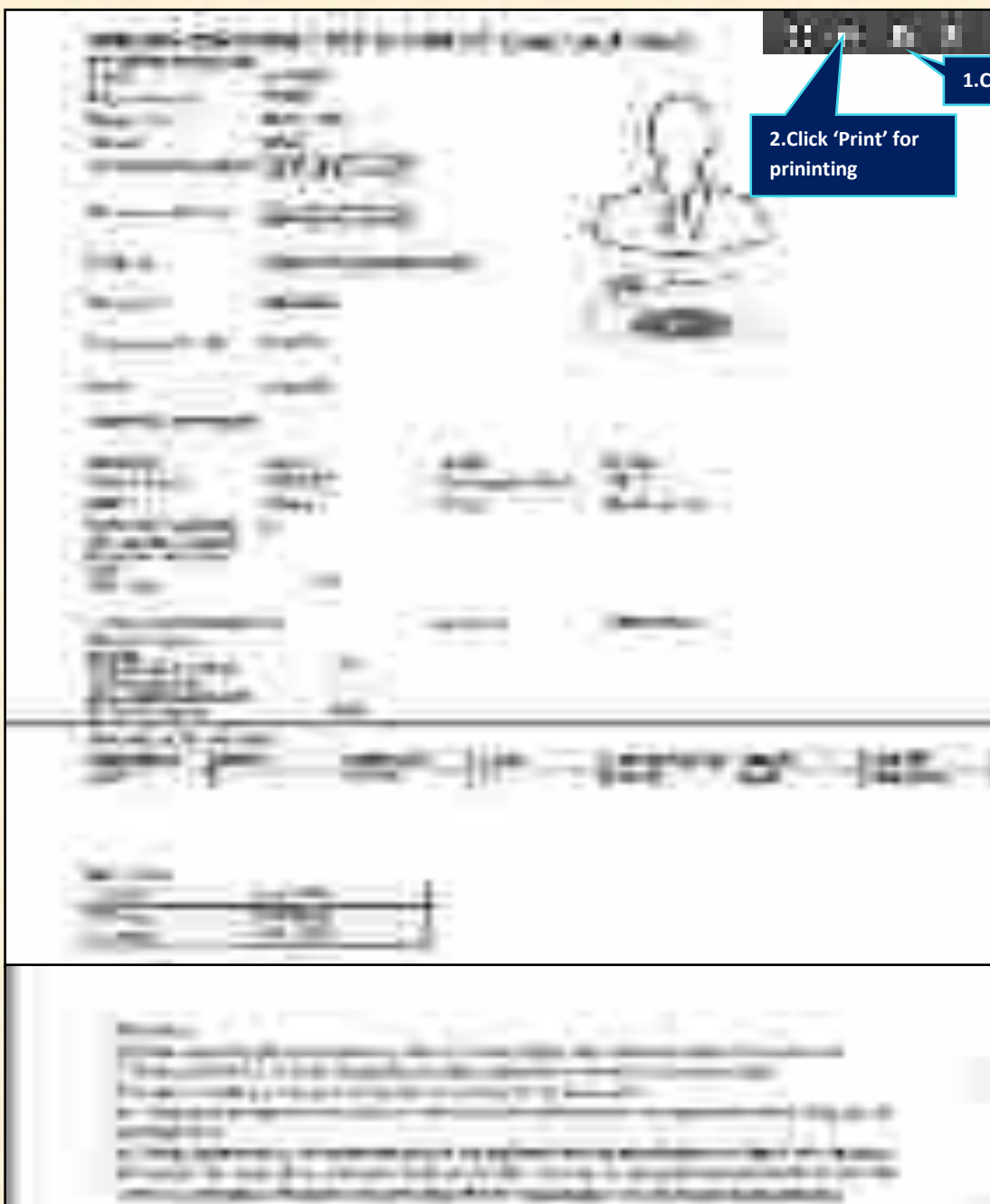
5.2. VIEW APPLICATION

Step 1: After clicking the “Proceed”, your application will be saved and will get a message as “Application Saved”. Now click Show/Hide



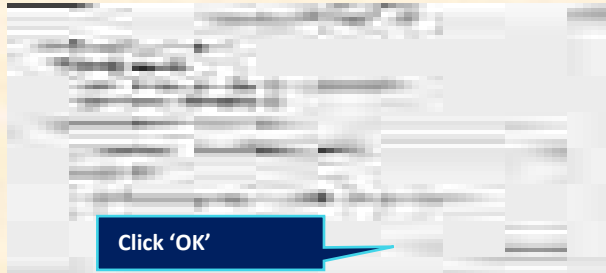


Step 2: Now click “View Application” button to View Application and click download to download and save the application.





Step 3: Now save the .pdf file of your application by clicking 'OK' button.



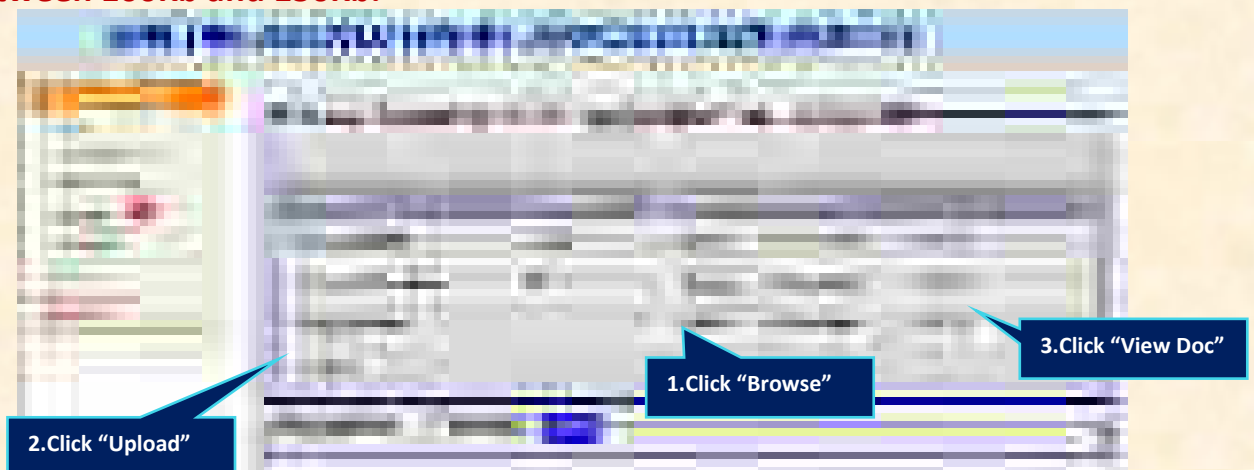
5.3. UPLOAD DOCUMENTS

Step 1: Now click “Show/Hide” button and then click “Upload Documents” to upload the scanned copies of (i) Degree Certificate, (ii) Priority Certificates (like Intercaste Marriage, Destitute Widow etc.), (iii) Community Certificate, (iv) PSTM certificate [Refer page 14 for Studied Prescribed Qualification in Tamil Medium PSTM, (v) Certificate for Differently abled, whichever is applicable for the candidate.



Step 2: Now click “Browse” button for each document and select the scanned copies of V Std Certificate, Community Certificate etc., one by one and finally click Upload.

NOTE: The scanned copies should be in pdf format and the file size should be between 100Kb and 150Kb.





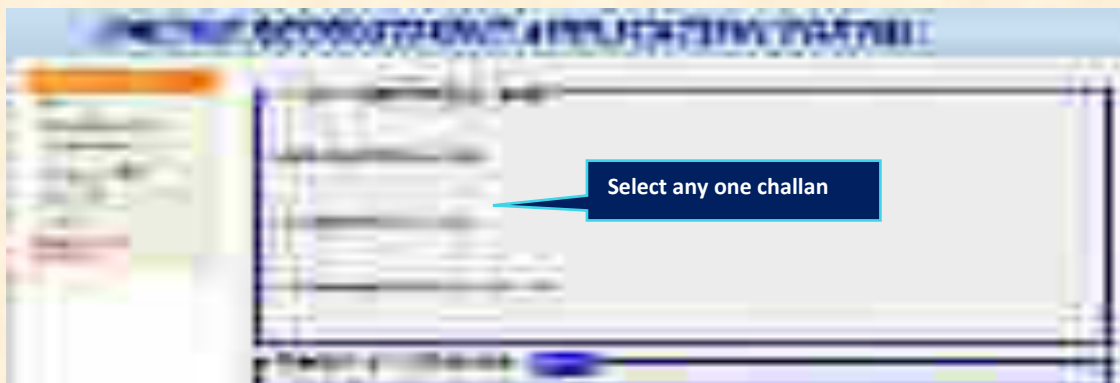
Step 4: After uploading the documents, confirmation message will be displayed for uploaded documents.



Note: Sample shown above is to upload all the documents. Candidates can upload the documents which are applicable to them.

5.4. DOWNLOAD CHALLAN for paying the EXAMINATION FEES:

For paying the examination fee, the candidate has to download the Bank Challan given the prescribed format.



The candidate has to pay the fee in the bank after filling details in the Challan. The candidate can pay the fee in the branches of either in

1. CANARA BANK or 2. INDIAN BANK or 3. INDIAN OVERSEAS BANK only, which is available nearer to your native town or the place of residing. Click on the print icon as shown for printing the challan.

Note: For Landscape printing change the Layout to Landscape and then change the scale to 85% under more settings as shown below.





5.5. ON-LINE PAYMENT MODE:



The payment can be paid through ONLINE by the following methods,

1. NET BANKING
2. DEBIT/CREDIT CARD



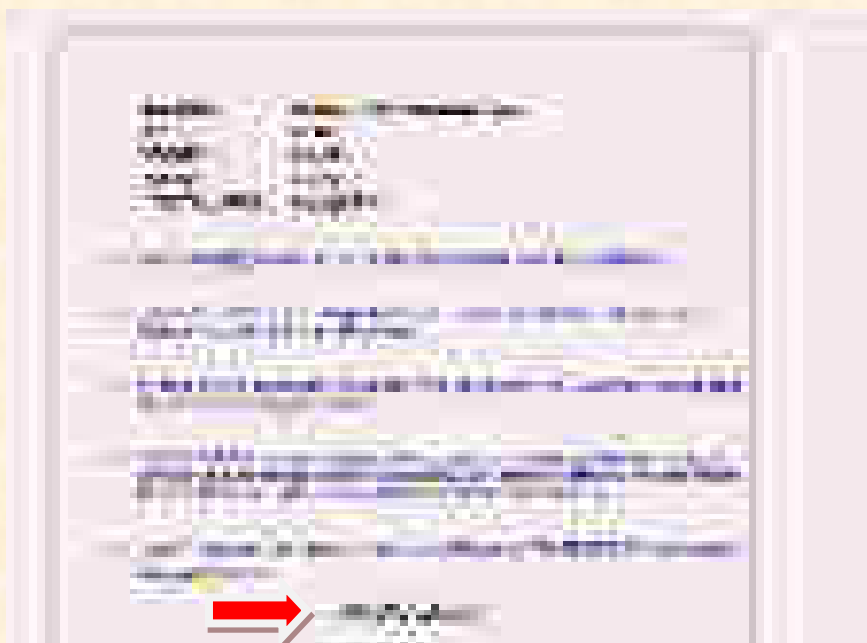


1. NET BANKING:

Click on any one of the banks listed below under “Net Banking” heading to process through the Net banking login id and password.

For Example, if you click ICICI bank in “Net Banking” menu, the below screen will appear.

Click “Proceed” button and wait for few seconds. The page will be redirected to the concerned bank’s Netbanking Login page. Login with the netbanking login id and password for the payment.



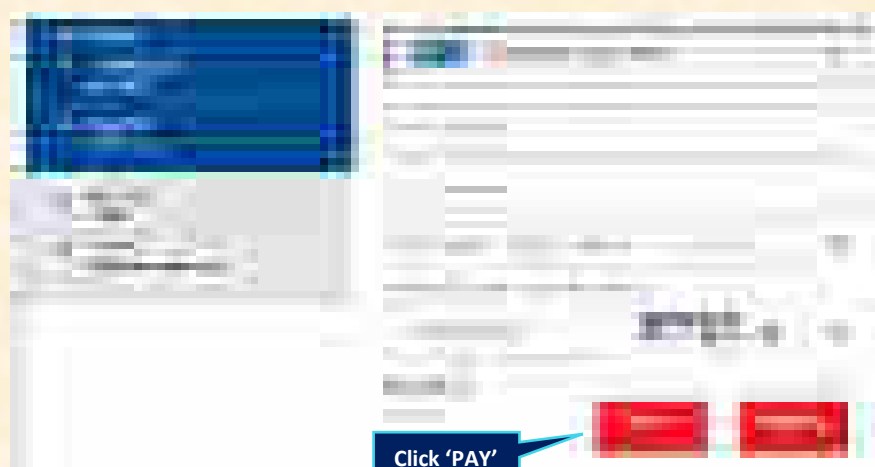


2. Credit/Debit Card Payment:

If you click HDFC bank icon in “Through Credit/Debit card” menu, the below screen will appear. Click ‘I Agree’ and click ‘PROCEED’ as shown below



Enter your card details and then click on the “Pay” button to complete the transaction.





5.6. Payment Status:

For checking the Online-Payment status, login to the application and then click on the link “On-line Payment status” as shown.



For checking the status of the payment, login to the application and then click on the Check payment link as shown below. This can be done one day after the Payment in Bank through challan.

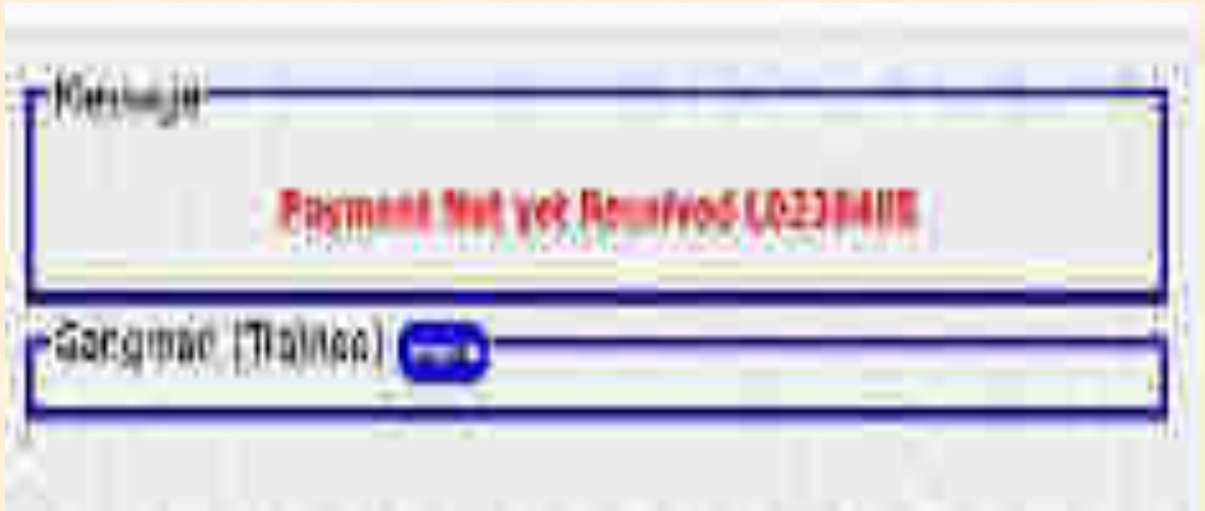


If the payment has been received from the bank, the candidate can get the confirmation as “PAYMENT RECEIVED”.





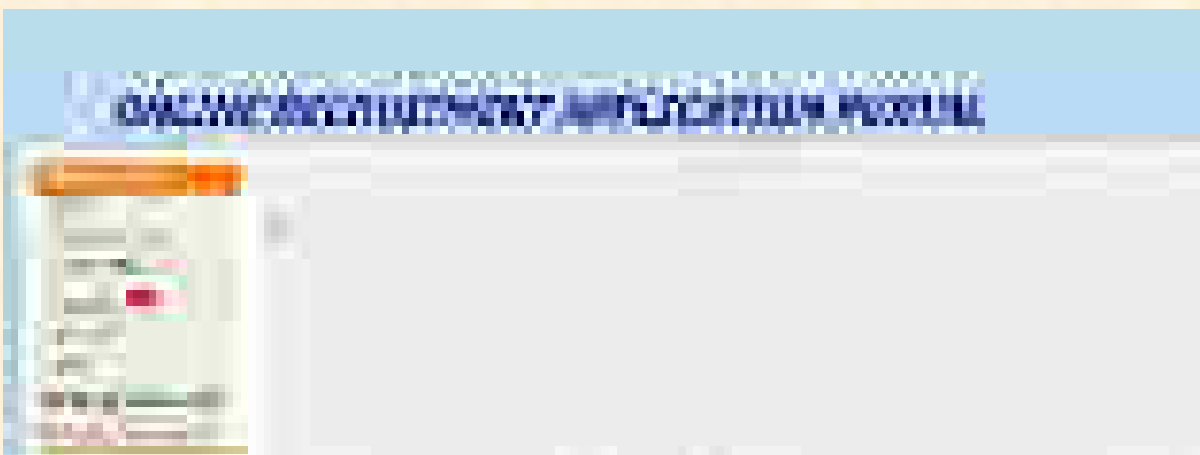
If the payment has not received from the bank, the candidate can get the confirmation as “PAYMENT NOT YET RECEIVED”.



5.7 HALL TICKET:

To download your Hall Ticket, login to the application and then click on the “Hall Ticket” link and you will be able to download your Hall ticket.

Note: You will be intimated once your hall ticket is generated. Until then you will not be able to download your hall ticket.





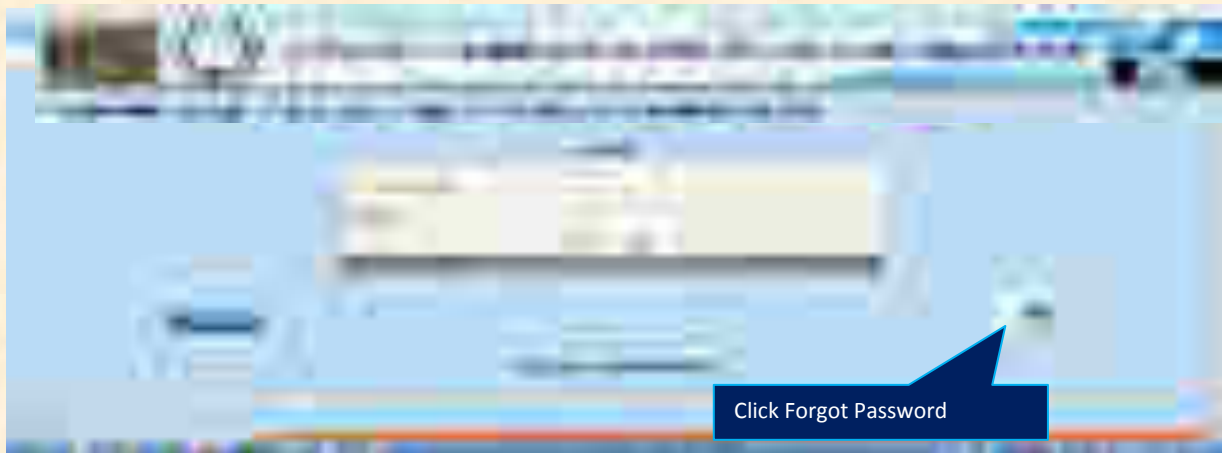
6. FORGOT PASSWORD:

To download your Hall Ticket, login to the application and then click on the “Hall Ticket” link and you will be able to download your Hall ticket.

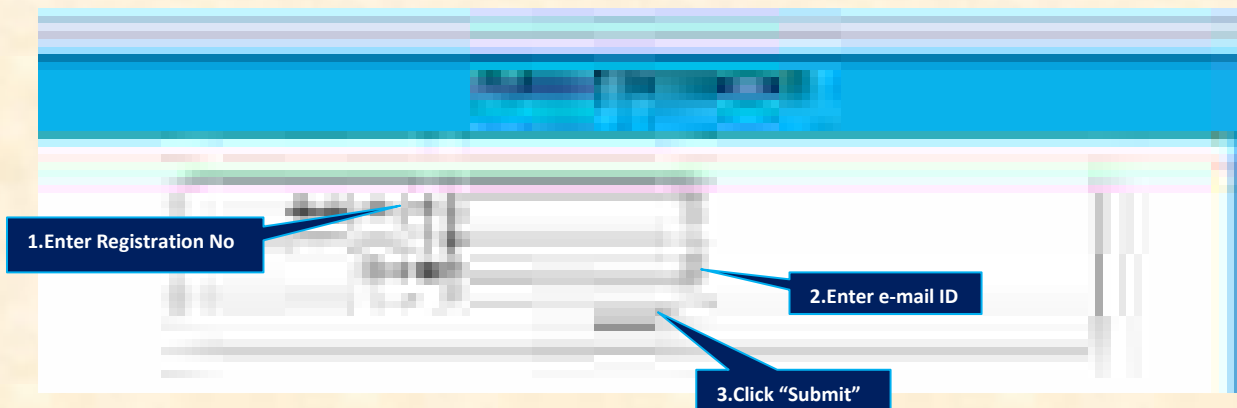
If the candidate forgot the password that they had changed, it can be reset by using Forgot Password option. To do these follow the steps below,

Step 1: Open the home page. Click On-Line services and then Click On-Line application.

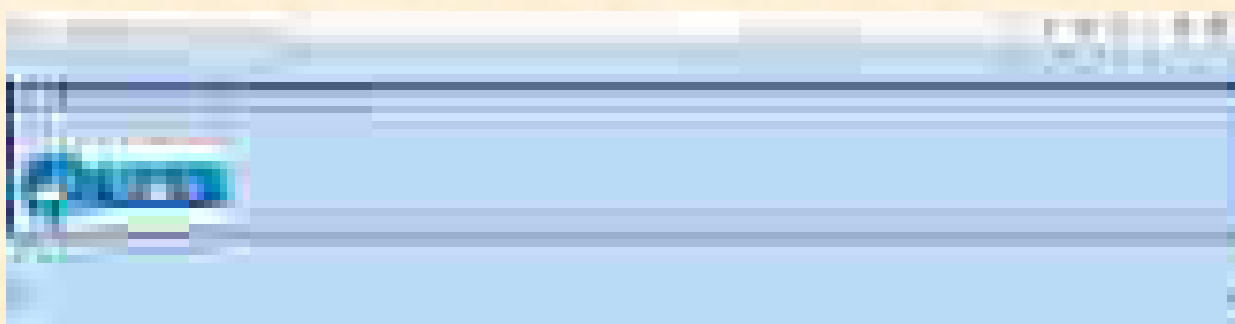
Step 2: Click “Forgot Password”



Step 4: Enter the Registration No and the e-mail id and the click Submit button.



Step 5: Your password will be sent to your registered e-mail id.





For any queries kindly contact through Telephone No. **044-28522256** or through e-mail id **sporecruit@tnebnet.org** on all working days between 10.30 a.m. and 05.00 p.m.





Guidelines for taking Photo, Digital Signature and Thumb impression



1. Photograph Requirements :

Please pay attention to upload good quality photograph. Poor quality of the photograph submitted will lead to rejection of your application, without any refund of the application fee.

1. The photograph must be in colour and must be taken in a professional studio. Photograph taken using a mobile phone and other self-composed portraits are NOT acceptable.
2. The photograph must be taken in a white or a very light background.
3. The photograph must have been recently.
4. In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly.
5. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
6. If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses for the photo shoot.
7. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
8. Ask your photo studio to provide the image in a **JPEG** format and also on a standard 4.5 cm × 3.5 cm print.
9. The file size should be of between 20KB and 30KB.
10. Maximum pixel resolution for JPEG: 640 × 480 (0.3 Mega pixel)
(Ask your studio to reduce it to this resolution if it is higher).
11. Minimum pixel resolution for JPEG: 320 × 240.
12. For your own benefit it may be prudent not to intentionally change your facial features or hair style as in the photograph until the day of the exam.



Sample Photographs





தலைப்புகள்		
	தலைப்புகள்	
	தலைப்புகள்	
	தலைப்புகள்	
	தலைப்புகள்	
	தலைப்புகள்	



2. Signature Specifications

1. Please draw a rectangular box of size 2.5 cm × 6 cm on an A4 white paper. Put your signature with black or dark blue ink pen within this box.
2. Get the signature digitally image scanned by a professional using a scanner, and get the image cropped to the box by the professional. Only **JPEG** image formats will be accepted.
3. The file size should be of between 10KB and 20KB
4. The maximum pixel resolution for the image is 800 × 300.
5. The minimum pixel resolution for the image is 400 × 150.
6. Photographs of the signatures taken using mobile phone are not acceptable, and can result in disqualification of the application without any refund of the fee.

MODEL DIGITAL SIGNATURE:

Model image of the digital signature after scanning.





3. Thumb Impression :

1. Please draw a rectangular box of size 2.5 cm × 6 cm on an A4 white paper. Place your left thumb impression within this box.
2. If the person is having only right hand, then such candidates can send the right thumb impression.
3. Scan the paper using a scanner, and get the image cropped to the box by the professional. Only **JPEG** image formats will be accepted.
4. The file size should be of between 10KB and 20KB.

Model image for thumb impression:

