



Tamil Nadu Urban Habitat Development Board
PMAY - Housing For All
Notification

Notification No.: 01/2022

Date: 05.04.2022

Tamil Nadu Urban Habitat Development Board (TNUHDB), Government of Tamil Nadu is implementing “Pradhan Mantri Awas Yojana – Housing for All (Urban)” Mission. TNUHDB now invites applications from the eligible candidates for the following categories of posts in Tamil Nadu Urban Habitat Development Board on contract basis under “Pradhan Mantri Awas Yojana – Housing for All (Urban)” Mission.

Sl. No.	Name of the Post	No. of Post	Consolidated Pay per Month
1.	Urban Planner /Town Planning Specialist	2	Rs.25,000
2.	Capacity building/Institutional Strengthening Specialist	2	
3.	MIS Specialist	5	
4.	Social Development Specialist	1	
5.	Information, Education and Communication (IEC) Specialist	1	
TOTAL		11	

I. Important Dates

1.	Date of Notification	07.04.2022
2.	Date of Publication in Newspaper	09.04.2022
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	22.04.2022

II. Selection Criteria

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The age, qualifications, experience and competencies required for the posts and **roles and responsibilities** of the posts are given in Annexure - I of this Notification.

III. How to Apply

a. Application Forms

- Application forms are enclosed in the Annexure - II of this Notification.
- The application forms can also be downloaded from the website www.tnscb.org

b. Documents to be submitted

Duly filled Application Form in the prescribed format, given in the Annexure - II.

1. Copy of the SSLC/HSC/Birth Certificate (Self Attested) as proof of date of birth.
2. Copies of Educational Qualification Certificates (Self Attested).
3. Copy of Experience Certificate from the Employer (Self Attested) as a proof of experience.

4. A short write-up on the professional competencies of the applicant.

In addition to the above, the applicant may submit other documents which he/she considers as important, that are not listed above, to justify the qualifications relevant to the post.

c. Application Submission Address

The duly filled application form along with the necessary documents shall reach the address given below only through Registered Post / Speed Post **on or before 22.04.2022 up to 5:00 PM.**

Address:

**The Executive Engineer, (HFA Cell)
Tamil Nadu Urban Habitat Development Board (TNUHDB),
5, Kamarajar Salai,
Chennai – 600 005.**

d. General Instructions

1. The candidates applying for any post should ensure that they fulfil all eligibility conditions for the post.
2. The candidates are instructed to write on the envelope for which post they are applying, 'Application for the Post of
3. The applicant who are eligible for applying more than one post are required to apply separately for each post in separate envelope.
4. The candidates need to mention their Email ID, Contact No. and Communication Address very clearly and correctly.
5. The candidates are instructed not to send any original certificates while applying for the above posts.
6. TNUHDB will not be responsible for any postal delay.

IV. Certificate Verification and Interview

1. Only shortlisted candidates will be communicated for interview and will be allowed to appear in interview subject to verification of the credentials that they have mentioned in the application form.
2. The candidates admission to the certificate verification and interview will be purely provisional subject to satisfying the eligibility conditions.
3. No TA / DA will be paid to the candidates for participation in certificate verification and interview.
4. In case a candidate does not appear before the interview board or for verification of documents along with original documents, his/her candidature shall be rejected.
5. Neither any request for change in date of interview or certificate verification shall be entertained nor second opportunity shall be provided for interview or verification of certificates in any case.

V. Engagement Period

1. Appointment to the posts shall be made on contractual basis for a period of 6 months or the Mission extension period whichever is earlier. However, the contract may be extended by the Board subject to the requirement of the Board and satisfactory performance of the contractual employees. Further, contract shall be terminated at the closure of the Project.

2. The Board shall have the right to disengage any of the candidates before expiry of contractual period of 6 months or the Mission extension period whichever is earlier for poor performance, indiscipline or any other act which is construed detrimental in the implementation of the Project and decision of the Chairman, TNUHDB shall be final.
3. This will be a purely temporary and contractual job. Any duties rendered under this Project by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any State Government organizations.

VI. Place of Posting

Sl. No.	Name of the Post	No. of Post	Place of posting
1.	Urban Planner /Town Planning Specialist	2	Chennai
2.	Capacity building/Institutional Strengthening Specialist	2	1-Chennai 1-Salem
3.	MIS Specialist	5	3- Chennai 1-Coimbatore 1-Madurai
4.	Social Development Specialist	1	Madurai
5.	Information, Education and Communication (IEC) Specialist	1	Madurai

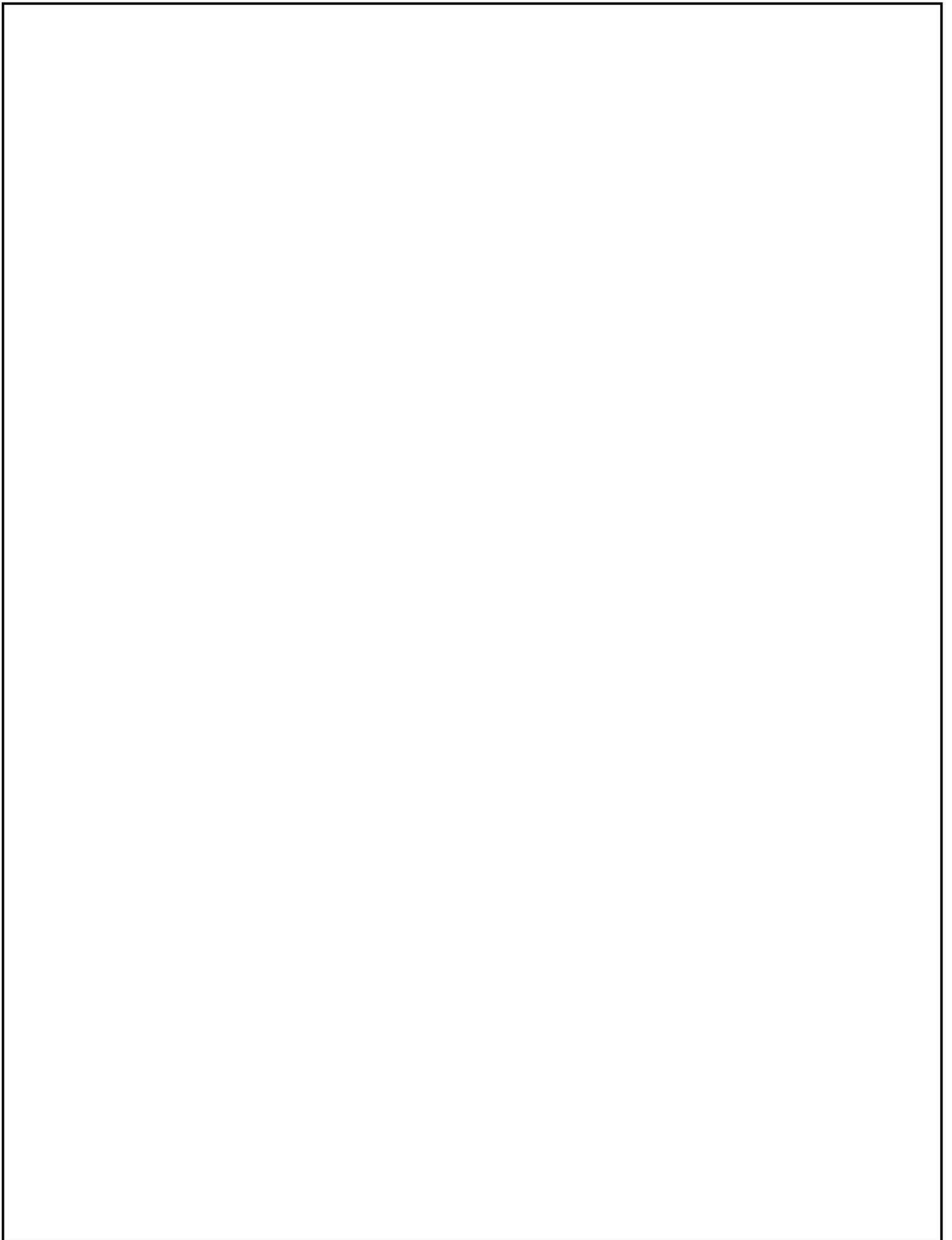
VII. Rejection of Application: (At any stage of Recruitment Process)

1. If the application is received after closing date for any reason whatsoever.
2. If the candidate does not have the essential qualification / experience.
3. If the photocopies of all related documents are not enclosed in the application form.
4. If the candidate not used the application form in the prescribed format.
5. If the candidate is found using unfair means or adopting any malpractice at any stage of the selection process.
6. Incomplete applications and applications containing wrong claims or incorrect particulars relating to age / educational qualification and other basic eligibility criteria will be liable for rejection.
7. Application is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the applicant is found false or is found not in conformity with eligibility criteria mentioned in the notification.
8. Any attempt to unduly influence selection process will lead to automatic disqualification of the candidate.

VIII. Other Instructions

- The Tamil Nadu Urban Habitat Development Board reserves its right to postpone / cancel the recruitment process at any stage without assigning any reasons thereof.

Executive Engineer (HFA Cell)
TNUHDB



Annexure – I

Tamil Nadu Urban Habitat Development Board PMAY - Housing For All (Urban) Notification No: 16001/HFA/2015

I. Age (as on 31.03.2022)

- Maximum: 45 Years (should not have completed)

II. Terms of Reference

1. Town Planning Specialist/Urban Planner

Qualifications & Experience

- i. Post Graduate or graduate Degree in Urban Planning or Regional Planning or Geography.
- ii. Minimum of 3-5 years of work experience in urban planning with experience of urban infrastructure projects/ affordable housing/slum development projects.
- iii. Experience of reform oriented projects is desirable.
- iv. Fluency in local language desirable.

Roles and responsibilities

- i. Programme design and implementation of the HFAPoA according to HFA Mission.
- ii. Identify in consultation with the local body the geographic area to be covered under HFA city plan.
- iii. Assist in identifying the slum pockets and other areas to be covered under the HFA within the city.
- iv. Assist in amending/preparing city Master Plan for earmarking land slum redevelopment and affordable housing.
- v. As part of the slum mapping exercise, identify ownership of the land occupied by slums and map various categories of land e.g. public land, private land, disputed land etc.
- vi. Assist in categorization of each slum in terms of its tenability.
- vii. Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.
- viii. Assist in developing building plans and lay-outs for EWS/LIG houses that will be considered as pre-approved plans for the purpose of singlewindow clearance for layout approvals and building permissions at ULB Level.
- ix. Assist in integration of the data, and housing demand survey information at city level to create MIS.
- x. Develop and update databases on planning related activities.
- xi. Any other related tasks that may be entrusted upon by the head of CLTC.

2. Capacity building/Institutional Strengthening Specialist

Qualifications & Experience

- i. Post graduate/graduate or diploma in the development sector (urban development or social development).
- ii. 3-5 years of experience in training and capacity building programmes.
- iii. Knowledge of adult learning methodology and capacity building experience in the urban sector.
- iv. Experience in capacity assessment, curricula development, course organization, training, and training impact evaluations.
- v. Knowledge and experience of government systems and procedures. vi. Knowledge of local language is essential.

Roles and Responsibilities

- i. Prepare a capacity-building plan for the city/ULB based training need assessment.
- ii. Develop a road map and capacity building modules in local language for conducting training programmes on HFA components.
- iii. Coordinate the implementation of capacity building programmes.
- iv. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- v. Prepare reports of the trainings and capacity building programme.
- vi. Undertake the follow up of the training and capacity building programme.
- vii. Organize study tours, exposure visits etc. to facilitate ULBs in cross learning.
- viii. Monitor the impacts of training programmes and document learning's from the field.
- ix. Any other related tasks that may be entrusted upon by the head of CLTC.

3. Social Development Specialist

Qualifications & Experience

- i. Post graduate/graduate or diploma in Social Sciences, with practical experience of working with community/slums in the urban area.
- ii. 3-5 years experience in undertaking social and community development initiatives and appraisals in the municipal environment.
- iii. Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.
- iv. Knowledge and experience in participatory planning and community mobilization.

Roles and Responsibilities

The social development specialist will work closely with the housing finance and policy specialist and work towards implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation. In addition, the specialist will be responsible for the following:

- i. Support the ULBs in the urban poor governance, empowering the local communities, ensuring social development, community participation.

- ii. Developing a consultation mechanism with the stakeholders (before project implementation) and ensure its incorporation in the HFAPoA.
- iii. Provide support to ULBs in building partnerships with the local communities and mobilizing people in pursuit of Scheme's objective.
- iv. Organize workshops to raise awareness about the specific roles and functions of community.
- v. Assess the social development impact of the project in terms of the proportion of beneficiaries in slum/non slum and EWS/LIG, proportion of total project funds allocated to the poor, and level of impact on the lives of the poor; Conduct a gender analysis and develop a Gender Checklist.
- vi. Analyze the affordability of housing loans to the poor, along with willingness to pay.
- vii. Collect and analyze relevant existing survey data on low-income housing, particularly surveys in resettlement projects.
- viii. Prepare and coordinate additional surveys required for the purpose of the study.
- ix. Design and conduct training on community development and empowerment to the key Stakeholders on the scheme.
- x. Undertake social audit of the projects under HFA Mission.
- xi. Work closely with the IEC expert for knowledge dissemination.
- xii. Prepare a database of community organizations, nongovernment organizations, women's groups, and microfinance institutions involved in housing finance for the poor or interested in future involvement in the project.
- xiii. Monitor expenditure on improvement of urban services to the poor and overall social impact of projects.
- xiv. Any other related tasks that may be entrusted upon by the head of CLTC.

4. MIS Specialist

Qualifications & Experience

- i. Post graduate/graduate/diploma in Computer Science/Electronics or MCA/PGDCA.
- ii. 3-5 years of work experience in government/semi govt. / autonomous organizations/private company of repute.
- iii. Experience in software development and database management.
- iv. Fluency in local language essential.

Roles and Responsibilities

- i. Coordinate the data entry and file uploads into systems to be used by Urban Local Body (ULBs) on a regular basis.
- ii. Prepare detailed formats and ensuring the data entry in the desired MIS application.
- iii. Set up systems for measuring and monitoring and reporting progress of the projects.
- iv. Prepare quarterly progress report and submit the same to SLNA through ULB.
- v. Any other related tasks that may be entrusted upon by the head of CLTC.

5. Information Education Communication (IEC) Specialist

Qualifications & Experience

- i. Graduate/diploma in Mass Communication/ Public relations/Journalism/Social Work/Development.
- ii. Experience in advocacy management preferably in urban sector.
- iii. 3-5 years of experience in conducting knowledge management activities and preparation of IEC strategy.

- iv. Knowledge and experience of government systems and procedures.
- v. Fluency in local language essential.

Roles and Responsibilities

- i. Provide support to the ULBs in preparation and execution of IEC /knowledge management strategy.
- ii. Ensure generation of reports and publications as required for the programme based on appropriate research and data analysis.
- iii. Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the HFA Mission.
- iv. Support State to prepare media plan and its analysis.
- v. Assist in advertisements and outreach campaigns of the ULBs.
- vi. Any other related tasks that may be entrusted upon by the head of CLTC.

Annexure – II

Tamil Nadu Urban Habitat Development Board				
Pradhan Mantri Awas Yojana-Urban (PMAY-U)-Housing For All (HFA) Mission				
Application for the Post of				
1.	Name of the Applicant		Affix your passport size photograph	
2.	Father / Husband's Name			
3.	Date of Birth and Age			
4.	Nationality			
5.	Communication Address			
6.	Contact Phone / Mobile No			
7.	Email ID			
8.	Languages Known			
9.	Educational Qualification			
S.No	Name of the Degree with Subject	Name of the University / Institution	Year of Passing	Grade / Class obtained
10.	Experience of working with state / central government organizations			
S.No	Name of the Project / Work and Scope of the Project / Work	Name of the Employer	Applicant's Designation / Role in the Project/ Work	Experience Period
				From To Period (Year / Months)
11.	Experience in urban development / housing / slum development related projects / programs			
S.No	Name of the Project / Work and Scope of the Project / Work	Name of the Employer	Applicant's Designation / Role in the Project/ Work	Experience Period
				From To Period (Year / Months)

12	IT / Computer Skills, if any					
13	Other Skills / Experiences relevant to the post applied, if any					

I hereby declare that I have not been charged/convicted by any Court nor dismissed/removed/compulsory retired by way of punishment from the service of any Public/Private Sector undertaking or from Government Departments and that I have not been declared involved in any unlawful activity by any court.

I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or fraudulence or material omission made herein or any other document requested by TNUHDB would render dismissal and termination of my candidature / service / contract apart from penal action as per law.

Date:

Place:

Signature of the Applicant