

**Urban Administrative Building,
75, Santhome High Road,
Raja Annamalaipuram, MRC Nagar, Chennai 600 028.
Phone: 044 - 29864457**

Website: <https://tnurbantree.tn.gov.in>

The Directorate of Municipal Administration, Chennai-28 invites applications from the eligible candidates for the following posts to work on contract basis for a period of six months under Tamil Nadu Sustainable Urban Development Project in the Directorate of Municipal Administration, Raja Annamalaipuram, MRC Nagar, Chennai 600 028.

- 1. Training and Institutional Development Specialist**
- 2. Senior Accountant**

Application and instructions can be downloaded from the **website**

<https://tnurbantree.tn.gov.in/what's New>

(please check in "what's New" in the website)

Last date of receipt of application is 19.8.2022

GOVERNMENT OF TAMIL NADU
DIRECTORATE OF MUNICIPAL ADMINISTRATION

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75, Santhome High Road,
Raja Annamalaipuram, MRC Nagar, Chennai 600 028.
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Appointment of Specialists to work under World Bank assisted Tamil Nadu
Sustainable Urban Development Project (TNSUDP)

Instructions

The Directorate of Municipal Administration, Chennai-28 invites application from the eligible candidates for the following posts to work on contract basis for a period of six months under Tamil Nadu Sustainable Urban Development Project in the Directorate of Municipal Administration, Raja Annamalaipuram, MRC Nagar, Chennai 600 028.

1. Training and Institutional Development Specialist

2. Senior Accountant

The details of qualifications, experience and monthly salary for each post are given below:

Sl. No.	Name of post	No. of post	Qualification & experience	Mode of selection
1	Training and Institutional Development Specialist	1	M.A Sociology / MSW(HR) / MBA(HR) / MCA with more than 5 years experience in conducting training programs / teaching	Contract basis
2	Senior Accountant	1	B.Com with 10 years experience in compilation of Municipal Accounts and 3 years experience in World Bank Projects	Contract basis

Nature of Appointment

Temporary & Contract basis

Salary

Training and Institution Development Specialist	Rs.60,000/- Per Month (Consolidated)
Senior Accountant	Rs.40,000/- Per Month (Consolidated)

- The selected candidates will be appointed for a period of six months
- The extension of contract period depends upon the continuance of the post by the Government and based on the performance of the incumbent of the post.
- If the person who appointed as Training and Institutional Development Specialist / Senior Accountant shall give one month notice if he/she wants to resign the post for any reason.
- If the DMA feels that his / her service is no longer required, he/she will be terminated / relieved without furnishing any reason, by giving a month's notice.
- The Specialist is eligible for a day's Casual Leave in a month.

Last date of receipt of application is 19.8.2022

Eligible & willing candidates are requested to send the application in the format attached herewith by post or through e-mail before 5.00 PM on 19.8.2022 to the following address:

**Director of Municipal Administration,
Urban Administrative Building,
No.75, Santhome High Road,
Raja Annamalaipuram, MRC Nagar,
Chennai 600 028.
Email id: pao.tncma@nic.in**

DIRECTORATE OF MUNICIPAL ADMINISTRATION

Application for the post of _____

Name of the Post:	Photo
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1.	Name of the Applicant	
2.	Name of Father	
3.	Date of Birth	
4.	Present Address (for Communication purpose)	
5.	Permanent Address	
6.	Phone No (with STD Code)	
	Mobile Number	
	email ID	
7.	Educational Qualification (with most recent Degree first) (Please enclose self attested photocopies)	

S. No	Qualification	Year of Passing	Subjects	Grade	Name of the Institution / University

8.	Additional / other qualifications if any (PI enclose self attested copies)				
S. No	Qualification	Year of Passing	Grade	% of marks obtained	Name of the Institution

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9.	Experience details (Please enclose self attested photo copies)						
S. No	Name of the Government Office / Organization / ULB	Designation	Period		Total No. of years		Nature of works attended
			From	To	Years	Month	

10. List of Enclosures (only photo copies with self attestation)		
Details		Page No.

I hereby declare that the information furnished above are correct.

Signature:

Name :

Date :

Place :