



Tamil Nadu Urban Habitat Development Board

PMAY - Housing For All

Recruitment Notification

Notification No. 01/2023

Dated:29.03.2023

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 (at SLTC)	No. of Post	Consolidated Pay per Month
1.	Town Planning Specialist	1	Rs.85,000
2.	Capacity building/Institutional Strengthening Specialist	1	
3.	Housing Finance and Policy Specialist	1	
4.	Social Development Specialist	1	
TOTAL		4	

I. Important Dates

1.	Date of Notification	29.03.2023
2.	Date of Publication in Newspaper	31.03.2023
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	13.04.2023

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.tnuhdb.tn.gov.in

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 before **on or before 13.04.2023 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' (if not mentioned the application will not be accepted)
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 candidate's 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 MD / 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.	Town Planning Specialist	1	Chennai
2.	Capacity building/Institutional Strengthening Specialist	1	Chennai
3.	Housing Finance and Policy Specialist	1	Chennai
4.	Social Development Specialist	1	Chennai

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 with self attested.
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 31.03.2023)

- Maximum: 45 Years (should not have completed)

II. Terms of Reference

1. Town Planning Specialist

Qualifications and Experience

- i. Master's degree in Urban Planning or Regional Planning or Architecture with at least 5-7 years' experience in Central / State schemes.
- ii. Having experience in project management with 3-5 years in a managerial position.
- iii. Experience in working with large scale urban development/affordable housing/slum development projects /programmes.
- iv. Experience in implementing urban reforms for States and ULBs.
- v. Experience in Central / State Government schemes is preferable.
- vi. Knowledge and experience of government systems and procedures.
- vii. Knowledge of local language is essential.

Roles and responsibilities

- i. Handholding support to the ULBs for the preparation of DPR.
- ii. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- iii. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- iv. Review the city Master Plan and provide inputs to revise it in accordance with the mandatory conditions under the Mission.
- v. Provide support in developing (approved) building layout plans for EWS/LIG housing.
- vi. Provide advice to MoHUA on increasing financial inclusion for the urban poor.
- vii. Develop AIP on the basis of HFAPoAs of the ULBs in consultations with State.
- viii. Handholding support to States /UTs for the implementation of the slum redevelopment and Affordable Housing programmes.
- ix. Develop MIS formats and compilation of data from the ULBs.
- x. Develop periodic monitoring system for achievements under each scheme components.
- xi. Any other related tasks that may be entrusted upon by State/SLNA.
- xii. Any other related tasks that may be entrusted upon by the head of SLTC.

2. Capacity building/Institutional Strengthening Specialist

Qualifications & Experience

- i. Master's degree in Urban Planning or Management or Social Sciences.
- ii. 5-7 years of working experience in the urban development sector.
- iii. Wide knowledge and experience in implementing capacity building programme for states and ULBs.
- iv. Experience in designing, implementing and evaluating capacity building activities, preferably in the municipal environment.
- v. Knowledge and experience of government systems and procedures.
- vi. Knowledge of local language is essential.

Roles and Responsibilities

- i. Overall responsibility for the management of Capacity Building programme in the state.
- ii. Support the State in preparing annual capacity-building plan.
- iii. Coordinate, monitor and organize the State and City level training programmes in coordination with Network of Resource Centres empanelled by MoHUPA/State.
- iv. Develop capacity building modules appropriate to the city/ULBs on HFA components and organise training programmes on these modules.
- v. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- vi. Support city level capacity building/training coordinator in organizing training programmes and bringing in resource persons for taking sessions during training programmes.
- vii. Collate and disseminate reports of the trainings and capacity building programmes.
- viii. Develop monitoring mechanism for the training and capacity building programmes.
- ix. Support ULBs in cross learning through organising study tours and exposure visits.
- x. Develop mechanism and monitor the impacts of training programmes and document learning's from the field.
- xi. Any other related tasks that may be entrusted upon by State/SLNA.
- x. Any other related tasks that may be entrusted upon by the head of SLTC.

3. Housing Finance and Policy Specialist

Qualifications & Experience

- i. Post graduate in finance from recognized university with 5-7 years of experience in housing finance sector / Finance.
- ii. Having 3-5 yrs. experience in housing finance & banking and housing policy.
- iii. Experience in working with state government to examine and develop a range of options for financing housing projects.
- iv. Experience in Central / State Government schemes preferable.
- v. Experience in promoting dialogue between all stakeholders involved in the housing finance sector at state level.
- vi. Experience in training ULB staff on municipal finance, project finance and resource mobilization.
- vii. Experience in identifying and quantifying potential capital financing sources for housing finance in the country.
- vi. Knowledge and experience in PFMS and DBT system.

- vii. Knowledge and experience of government systems and procedures.
- viii. Knowledge of local language is essential.

Roles and Responsibilities

- i. Undertake data and financial analysis on Housing Finance for the urban poor.
- ii. Knowledge of PFMS and Monitoring the data in PFMS and co ordination with State PMU.
- iii. Co-ordinate and organize meetings with various HFIs and Banks at state level for ensuring support for the implementation of the programme.
- iv. Monitor the utilization of funds and the achievement of targets of all components periodically.
- v. Provide inputs into MIS and reporting formats for all component.
- vi. Organise meetings with Central Nodal Agencies (CNAs), i.e., National Housing Bank (NHB) and HUDCO and eliciting their feedback in coordination with the Mission Directorate.
- vii. Collecting and compilation of data from the ULBs.
- viii. Any other related tasks that may be entrusted upon by the head of SLTC.

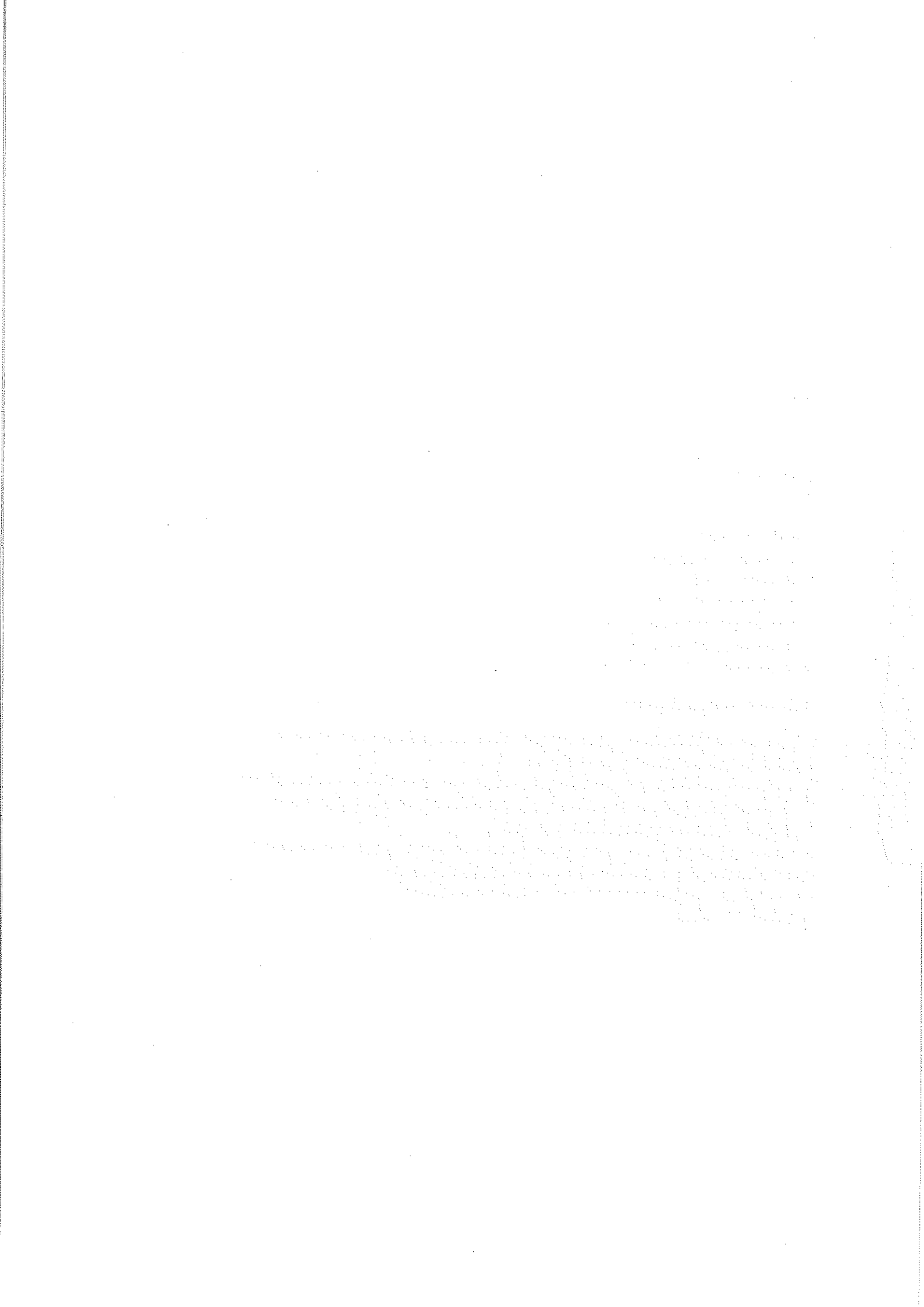
4. Social Development Specialist

Qualifications & Experience

- i. Master's degree in Social Science/Social Work/Sociology/Development Studies.
- ii. 5 -7years of work experience in social and community development.
- iii. Experience of working in the development areas, preferably with urban community and slums.
- iv. Knowledge and experience in participatory planning and community mobilization.
- v. Knowledge and experience of Government systems and procedures.
- vi. Knowledge of Social Audit.
- vii. Knowledge of local language is essential.

Role and responsibilities

- i. Support the ULBs to develop a pre-project consultation mechanism with the stakeholders and ensure its incorporation in the HFAPoA.
- ii. Support in conducting social analysis, social audit and community participation.
- iii. Support the ULBs in the urban poor governance, empowering the local communities, CBOs, NGOs etc. in implementing housing projects.
- iv. Devise strategies to develop platforms for interface between the service providers, ULB officials and the community in the backdrop of the housing projects.
- v. Overall assessment and reporting of the social development impact of the project.
- vi. Support in analyzing the affordability of housing loans to the poor, along with willingness to pay.
- vii. Support conducting surveys in the low-income and resettlement projects and provide technical inputs in analyzing the data.
- viii. Coordinate the social audit process at city level through Independent Facilitating Agency.
- ix. Ensure preparation of database of various stakeholder organizations (e.g. community organizations, nongovernment organizations, women's groups, and microfinance institutions involved in housing finance etc.) and participation of these organizations in the programme.
- x. Any other related tasks, including advocacy at state level, that may be entrusted upon by State/SLNA.



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.	Post qualification Experience in government / semi-government / autonomous organizations or urban local body / Public Sector Undertaking / private company of repute			
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 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)

12. Experience of reform oriented projects 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)

13. IT / Computer Skills, if any

15. 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