



**Tamil Nadu Slum Clearance Board  
Madurai Circle  
PMAY - Housing For All  
Notification**

**Notification No.: 108 /2020**

**Dated:30.01.2020**

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

Sl. No.	Name of the Specialist / Post	No. of Post	Consolidated Pay per Month
1.	MIS Specialist	3	Rs.25,000/-
2.	Social Development Specialist	1	
3.	Information, Education and Communication (IEC) Specialist	1	
<b>TOTAL</b>		<b>5</b>	

**I. Important Dates**

1.	Date of Notification	30.01.2020
2.	Date of Publication in Newspaper	03.02.2020
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	20.02.2020

**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/recruitment](http://www.tnscb.org/recruitment)

**b. Documents to be submitted**

1. Duly filled Application Form in the prescribed format, given in the Annexure - II.
2. Copy of the SSLC/HSC/Birth Certificate (Self Attested) as proof of date of birth.
3. Copies of Educational Qualification Certificates (Self Attested).
4. Copy of Experience Certificate from the Employer (Self Attested) as a proof of experience.

5. 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 20 .02.2020 up to 5:00 PM.

**Address:**

Superintending Engineer,  
Tamil Nadu Slum Clearance Board,  
Madurai Circle,  
169,K.K.Nagar Main Road,  
Madurai-625020.

**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. TNSCB 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 initially for a period of 6 months. 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 for poor performance, indiscipline or any other act which is construed detrimental in the implementation of the Project and decision of the Chairman, TNSCB 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

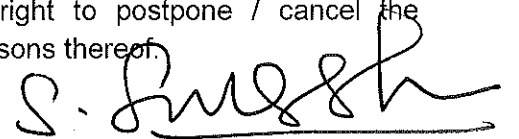
MIS Specialist	-1.Thanjavur 2.Dindigul 3.Nagercoil
Social Development Specialist	-1.Madurai
IEC Specialist	-1.Madurai

#### 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 Slum Clearance Board reserves its right to postpone / cancel the recruitment process at any stage without assigning any reasons thereof.



Superintending Engineer 30012020

Madurai Circle

Tamil Nadu Slum Clearance Board

Madurai-20



## Annexure – I

### Tamil Nadu Slum Clearance Board PMAY - Housing For All (Urban) Notification No: 108/2020

#### I. Age (as on 01.01.2020)

- Maximum: 45 Years (should not have completed)

#### II. Terms of Reference

##### 1. Social Development Specialist

##### Qualifications & Experience

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

- Support the ULBs in the urban poor governance, empowering the local communities, ensuring social development, community participation.
- Developing a consultation mechanism with the stakeholders (before project implementation) and ensure its incorporation in the HFAPoA.
- Provide support to ULBs in building partnerships with the local communities and mobilizing people in pursuit of Scheme's objective.
- Organize workshops to raise awareness about the specific roles and functions of community.
- 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.
- Analyze the affordability of housing loans to the poor, along with willingness to pay.
- Collect and analyze relevant existing survey data on low-income housing, particularly surveys in resettlement projects.
- Prepare and coordinate additional surveys required for the purpose of the study.
- Design and conduct training on community development and empowerment to the key Stakeholders on the scheme.
- 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 ULB.

## **2. 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.

## **3. 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.

**Tamil Nadu Slum Clearance Board**  
**Pradhan Mantri Awas Yojana-Urban (PMAY-U)-Housing For All (HFA) Mission**  
**Application for the Post of MIS Specialist**

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.	<b>Educational Qualification</b>					
S.No	Name of the Degree with Subject	Name of the University	Year of Passing	Grade / Class obtained		
10.	<b>Post qualification Experience in in software development and database management in government / semi-government / autonomous organizations or urban local body / Public Sector Undertaking / private company of repute.</b>					
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.	<b>Experience of working with state / central government organizations</b>					
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	<b>IT / Computer Skills, if any</b>
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14	<b>Other Skills / Experiences relevant to the post applied, if any</b>
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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 TNSCB would render dismissal and termination of my candidature / service / contract apart from penal action as per law.

Date:

Place:

Signature of the Applicant



**Annexure-II**

**Tamil Nadu Slum Clearance Board**

**Pradhan Mantri Awas Yojana-Urban (PMAY-U)-Housing For All (HFA) Mission**

**Application for the Post of Social Development Specialist**

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.	<b>Educational Qualification</b>					
S.No	Name of the Degree with Subject	Name of the University	Year of Passing	Grade / Class obtained		
10.	<b>Post qualification Experience in undertaking social and community development initiatives and appraisals in the municipal environment in government / semi-government / autonomous organizations or urban local body / Public Sector Undertaking / Private Company</b>					
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.	<b>Experience of working with state / central government organizations</b>					
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)

						Months)

12. **Experience of working in participatory methods, social mobilization, social analysis, resettlement and rehabilitation in urban sector.**

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**

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14. **Other Skills / Experiences relevant to the post applied, if any**

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Date:

Place:

Signature of the Applicant

Tamil Nadu Slum Clearance Board				
Pradhan Mantri Awas Yojana-Urban (PMAY-U)-Housing For All (HFA) Mission				
Application for the Post of IEC Specialist				
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.	<b>Educational Qualification</b>			
S.No	Name of the Degree with Subject	Name of the University	Year of Passing	Grade / Class obtained
10.	<b>Post qualification Experience in advocacy management preferably in urban sector in government / semi-government / autonomous organizations or urban local body / Public Sector Undertaking / Private Company</b>			
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.	<b>Experience of working with state / central government organizations</b>			
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 working in conducting knowledge management activities and preparation of IEC strategy.**

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**

**14. Other Skills / Experiences relevant to the post applied, if any**

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Date:  
Place:

Signature of the Applicant