



Tamil Nadu Slum Clearance Board
Chennai Circle - II
PMAY - Housing For All
Notification

Notification No.: 93 /2020

Dated: 16.12.2020

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, Chennai Circle-II on contract basis for a period of 6 months under "Pradhan Mantri Awas Yojana – Housing for All (Urban)" Mission.

Sl. No.	Name of the Post	No. of Post	Consolidated Pay per Month
1.	Steno cum Assistant	1	Rs.20,000/-
TOTAL		1	

I. Important Dates

1.	Date of Notification	16.12.2020
2.	Date of Publication in Newspaper	17.12.2020
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	31.12.2020

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

b. Documents to be submitted

- Duly filled Application Form in the prescribed format, given in the Annexure - II.
- Copy of the SSLC/HSC/Birth Certificate (Self Attested) as proof of date of birth.
- Copies of Educational Qualification Certificates (Self Attested).
- Copy of Experience Certificate from the Employer (Self Attested) as a proof of experience.
- 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 31.12.2020 up to 5:00 PM.

Address:

Superintending Engineer,
Chennai Circle-II,
Tamil Nadu Slum Clearance Board,
No.5, Kamarajar Salai,
Chennai-5.

d. General Instructions

- The candidates applying for any post should ensure that they fulfil all eligibility conditions for the post.
- The candidates are instructed to write on the envelope for which post they are applying, 'Application for the Post of
- The candidates need to mention their Email ID, Contact No. and Communication Address very clearly and correctly.
- The candidates are instructed not to send any original certificates while applying for the above posts.
- TNSCB will not be responsible for any postal delay.

IV. Certificate Verification and Interview

- 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.
- The candidates admission to the certificate verification and interview will be purely provisional subject to satisfying the eligibility conditions.
- No TA / DA will be paid to the candidates for participation in certificate verification and interview.
- 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.
- 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

- 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.
- 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.
- 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: Chennai

Steno cum Assistant - Chennai - 1

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

- If the application is received after closing date for any reason whatsoever.
- If the candidate does not have the essential qualification / experience.
- If the photocopies of all related documents are not enclosed in the application form.
- If the candidate not used the application form in the prescribed format.
- If the candidate is found using unfair means or adopting any malpractice at any stage of the selection process.
- 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.
- 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 to be false or is found not in conformity with eligibility criteria mentioned in the notification.
- 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
Chennai Circle-II
Tamil Nadu Slum Clearance Board
Chennai – 5

Annexure – I

**Tamil Nadu Slum Clearance Board
PMAY - Housing For All (Urban)**

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I. Age (as on 31.12.2020)

- Maximum: 45 Years (should not have completed)

II. Terms of Reference

1. Steno cum Assistant

Qualifications & Experience

- Must have any degree (UG)
- Must have passed the Government Technical Examination in Typewriting and shorthand.
- By the Higher Grade in Tamil and English (or)
- By the Higher Grade in Tamil and Lower Grade in English (or)
- By the Higher Grade in English and Lower Grade in Tamil.
- Must have one year experience in the field of typewriting.

Provided that candidates with the qualification referred to in item (ii) above, shall be recruited only if candidates with the qualifications referred to in item (i) above are not available.

Provided further that candidates with the qualifications referred to in item (iii) above shall be recruited only if candidates with the qualifications referred to in item (i) and (ii) above, are not available.

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

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	Year of Passing	Grade / Class obtained		
10.	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					
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 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					
14.	Other Skills / Experiences relevant to the post applied, if any					
<p>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.</p> <p>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.</p> <p>Date: _____ Place: _____</p> <p style="text-align: right;">Signature of the Applicant</p>						