



Tamil Nadu Urban Habitat Development Board
Inclusive, Resilient and Sustainable Housing for Urban Poor Project
Notification

Notification No:817/2022

Date:12 .07.2023

Tamil Nadu Urban Habitat Development Board (TNUHDB), Government of Tamil Nadu has applied for financing from the Asian Development Bank to implement the Inclusive, Resilient and Sustainable Housing for Urban Poor Project. TNUHDB now invites applications from the eligible candidates for the following categories of post in Tamil Nadu Urban Habitat Development Board on contract basis under the Inclusive, Resilient and Sustainable Housing for Urban Poor Project.

S.No	Name of the Specialist / Post	No. of Post	Consolidated Pay per month
1.	Construction Management Specialist	2	Rs. 70,000
2.	Environment Specialist	2	Rs. 70,000

I. Important Dates

1.	Date of Notification	12.07.2023
2.	Date of Publication in Newspaper	13.07.2023
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	14.08.2023 5.00 PM

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 <https://tnuhdb.tn.gov.in/>

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 to the address given below only through Registered Post / Speed Post on before (14.08.2023 5.00 PM).

Address: The Superintending Engineer, South Circle , Tamil Nadu Urban Habitat Development Board, No : 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. 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 initially for a period of 24 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 24 month for poor performance , indisipline or anti other act which is constructed detrimental in the implementation of the project and decision of the chairman TNUHDB shall be final.

3. This will be purely a 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

- Place of posting will be at Project Implementation Division PID-I Sivagangai / Tirunelveli, Tamil Nadu.

S.No	Name of the Post	Place of Posting / No. of Posts	
		PID-I Sivagangai	Tirunelveli
1.	Construction Management Specialist	1	1
2.	Environment Specialist	1	1

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.

Superintending Engineer
South Circle,
TNUHDB

Annexure – I

**Tamil Nadu Urban Habitat Development Board
Inclusive, Resilient and Sustainable Housing for Urban Poor Project
Notification No: 817/2022**

I. Age (as on 14.07.2023)

- Maximum: 45 Years (should not have completed)

II. Terms of Reference

1. Construction Management Specialist

Objective:

- i. To assist and provide contract managerial, technical and other necessary support to Project Implementation Division (PID).
- ii. The Construction Management Specialist shall support to manage, execute and implement the project activities by effective contract management and construction supervision in PID.
- iii. The PMU will be supported by three PIDs. Each PIDs will have one Construction Management Specialist.
- iv. The Construction Management Specialist will report directly to the Executive Engineer of the Project Implementation Division.

Required Qualifications and Experience at minimum:

1. Graduate Civil Engineer
2. Minimum of 5 years experience in construction management of Housing projects with RCC framed structure/multistoried structure with allied infrastructural amenities in State Government /Central Government Departments/ Private Sector.
3. Experience in IT based contract management tool.
4. Experience of working with State/Central Govt. Organization will be preferred.
5. Experience in FIDIC contract conditions will be preferred.
6. Experience in International Financial Institutions funded projects will be preferred.

Professional Competencies at Minimum:

1. Ability to read and write excellent Tamil and English and produce project reports in Tamil and English for regular and continuous presentations to ADB staff.
2. Ability to interact with staff in the relevant implementing agencies and in-line departments.
3. Effectiveness in analyzing and resolving project implementation issues.
4. Familiarity with the relevant Government procedures and regulations.
5. High level of computer literacy, including Word, Excel, email and the internet.
6. Strong communication skills and good interpersonal relations.

Roles and responsibilities

1. Review specifications and contract conditions to ensure its compliance, quality and conformity specified in the contract agreement;
2. Periodically supervise implementation of works as per designs and specifications and ensure that periodic quality tests are done at sites;
3. Monitor that works are being done with sound engineering practices and meet quality requirement;
4. Monitor contract wise progress against contract schedules, identify and bring into notice of the TNUHDB any potential issues likely to affect progress;
5. Support TNUHDB in preparing timely variations orders during implementation;
6. Support TNUHDB in recording the reasons for delay and identify remedial actions, if any
7. Preparing progress reports for submission to Government and ADB;
8. Initially prepare and updating Implementation Schedules, prepare delay catch up plans including man, material and machinery mobilization plan;
9. Support the TNUHDB in issuing notices to the contractors as per the contract stipulations;
10. Advise the TNUHDB on resolution of disputes which may arise with the Contractor during execution of works;
11. Support the TNUHDB in documentation required for commissioning of project facilities and issuance of acceptance certificates as per contractual terms and conditions;
12. Provide training on best practices in construction management to the TNUHDB and the contractor staff.

2. Environment Specialist

Objective:

- i. The Environmental Specialist's primary role will be to support and ensure effective implementation and monitoring of environmental safeguards policies and work closely with the PMU environmental team.
- ii. The PMU will be supported by a total of three (3) Project Implementation Divisions (PIDs). Each PID will have one (1) environmental specialist assigned to the PID Environmental Cell.
- iii. The Environmental Specialist will report directly to the Executive Engineer of the PID.

Required Qualifications and Experience at minimum:

1. A M.Sc./M.Plan/M.E/M.Tech in a relevant technical field such as environmental management, environmental science, environment planning, civil engineering, environmental engineering from a reputed university
2. A minimum of 5 year work experience in environmental management, environmental safeguards, environment, health and safety in infrastructure project implementation.
3. Experience of working in State/Central Government organization will be preferred.
4. Prior experience of working in the housing/urban development sector will be preferred.
5. Prior experience in International Financial Institutions funded projects will be Preferred.

Professional Competencies at Minimum:

1. Ability to read and write excellent Tamil and English and produce project reports in Tamil and English for regular and continuous presentations to ADB staff.
2. Ability to guide and deliver the range of safeguards management activities required by the project throughout design, construction and operations of a project.
3. Ability to interact with staff in the relevant implementing agencies and in-line departments.

4. Effectiveness in analyzing and resolving project implementation issues.
5. Familiarity with the relevant Government procedures and regulations.
6. High level of computer literacy, including Word, Excel, email and the internet.
7. Strong communication skills and good interpersonal relations.

Roles and Responsibilities

1. Support the PMU in preparing and/or updating, reviewing, and finalizing safeguard documents (including but not limited to) environmental assessment and review framework (EARF), environmental impact assessment (EIA), initial environmental examination (IEE), environmental management plans (EMP) safeguards compliance report, time bound environmental safeguards corrective action plans and environmental audits of the proposed project in line with ADB requirements.
2. Identify, select and screen subprojects in compliance with the key exclusion criteria and subproject selection guidelines stipulated in the environmental assessment and review framework (EARF) and relevant screening checklists.
3. Conduct regular site visits for overseeing compliance with environmental safeguards.
4. Prepare screening checklists and conduct classification of the sub-projects and submit to PMU for confirmation; update checklist and category as and when required to reflect subproject changes, and report to PMU
5. Work closely with design teams to include environmental considerations in subproject location, design and technical specifications.
6. Identify and obtain statutory environmental clearance/permissions/approvals required for subprojects
7. Include standards/conditions, if any, stipulated in regulatory clearances, consents in the subproject detailed design
8. Conduct environmental baseline surveys including assessment of hazards and risks the projects may pose to the environment and people.
9. Prepare IEE or environmental due diligence report (DDR), and/or environmental management plans (EMPs) as required by country's environmental legal frameworks and ADB Safeguard Policy Statement (SPS) 2009, and submit to PMU for approval.
10. Update subproject IEE studies and reports and EMPs to reflect any changes in subproject during detail design / implementation; IEE shall reflect the final subproject design; IEE shall also be updated in case of any unanticipated impacts.
11. Calculate and provide to relevant team members the indicative costs to implement package-wise EMPs, environmental monitoring programs, awareness programs, etc
12. Conduct adequate awareness campaigns are held with affected persons and within the host communities to minimize resistance and ensure hassle free transition for the affected persons / resettled households to new locations
13. Conduct and document meaningful consultation in compliance with the EARF and IEE; disclose relevant information on safeguards to stakeholders, affected people etc. reflect inputs from public consultation in subproject IEE studies and reports and EMPs.
14. Ensure that relevant provisions of the EMP are fully included in bid and contract documents (for all contracts, include full IEE studies and EMP in bids and relevant costs and clauses are included in the contract and bill of quantities)
15. Review and approval of contractor and site specific C-EMP / D-EMP
16. Ensure implementation and compliance of subproject C-EMP / D-EMP by contractors
17. Establish GRM at divisional level; coordinate grievance redress process, ensure registration, relevant records, support information dissemination, etc., and appropriate records are kept and ensure timely actions by all parties; report to PMU

18. Conduct training and capacity building activities (workshops, hands-on trainings, visits etc.) to contractors and field level staff in EMP and IEE implementation
19. Undertake internal monitoring and supervision and record observations throughout the subproject preparation and implementation period; identify issues that require intervention of senior TNUHDB management in consultation with the PMU
20. Ensure contractors follow their obligations as prescribed in the EMP, IEE and EARF.
21. Review and approval of contractor's monthly report, consolidation into quarterly progress reports and submission to PMU
22. Submit periodic monitoring reports to the PMU, who will then submit these to the ADB
23. The Environmental Specialist will be responsible for safeguards implementation and monitoring in line with the requirements of ADB Safeguards Policy Statement 2009 (ADB SPS 2009) and national regulatory framework for subprojects under (a) Construction of new development/resettlement sites (b) Removal/Demolition of encroachment, clearance fencing (c) Regeneration works at cleared encroachments of the ADB financed Inclusive, Resilient and Sustainable Housing for Urban Poor Project.
24. The PID Environmental Specialist at the PID will ensure environmental safeguards consideration in project design, construction and operation of the IRSHUPP project, to avoid/minimize adverse environmental impacts and meet internationally accepted performance indicators.
25. They will also be responsible to ensure health and safety considerations including issues related to COVID 19 pandemic, are adequately covered and costed.
26. The Environmental Specialist will also conduct field verifications and consultations as part of project due diligence and monitoring.

Additional Tasks during Implementation/Operation stage

1. Ensure adherence to GOI EIA EMPs for subprojects in line with the national regulatory requirements and other safeguard requirements as per ADB Safeguard Policy Statement (SPS) 2009 policies and site specific IEE and EMPs.
2. Conduct training and capacity building activities (workshops, hands-on trainings, visits etc.) to contractors and field level staff in safeguards implementation for housing development projects.
3. Conduct regular site visits for overseeing compliance with safeguards and prepare regular monitoring reports
4. Prepare monthly implementation performance monitoring reports for TNUHDB internal management and quarterly progress / monitoring reports for the ADB; reports should clearly identify deviations in environmental performance, if any, and corrective and preventive actions taken or being taken, and relevant loan covenants.

Annexure – II

Tamil Nadu Urban Habitat Development Board

Inclusive, Resilient and Sustainable Housing for Urban Poor Project

Application for the Post of Construction Management 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.	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 Construction Management of Housing Projects with RCC framed structure/multistoried structure with allied infrastructural amenities in State Government /Central Government Departments/ Private 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)

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 with International Financial Institution funded projects					
S.No	Name of the Project / Work	Name of the Employer and the Funding Agency	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

13.	Experience in FIDIC contract conditions					

14.	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

Tamil Nadu Urban Habitat Development Board
Inclusive, Resilient and Sustainable Housing for Urban Poor Project
Application for the Post of Environment 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.	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 Environmental Management, Environmental Safeguards, Environment, Health and Safety in infrastructure project implementation.					
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 International Financial Institution funded projects					
S.No	Name of the Project / Work	Name of the Employer and the Funding Agency	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

12.	Experience of working in Housing/Urban Development Sector.					
S.No	Name of the Project / Work	Applicant's Designation / Role in the Project	Experience Period			
			From	To	Period (Year / Months)	

13.	Experience of working with State / Central Government Organizations					
S.No	Name of the Project / Work	Applicant's Designation / Role in the Project	Experience Period			
			From	To	Period (Year / Months)	

14.	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