



## Tamil Nadu Urban Habitat Development Board

### PMAY - Housing For All

#### Recruitment Notification

Notification No. 02/2022

Dated:07.09.2022

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	
TOTAL		3	

#### I. Important Dates

1.	Date of Notification	07.09.2022
2.	Date of Publication in Newspaper	11.09.2022
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	21.09.2022

#### 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](http://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 21.09.2022 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 .....
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 for a period of 6 months or the Mission extension period whichever is earlier. 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 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

#### 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.

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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 31.03.2022)**

- Maximum: 45 Years (should not have completed)

**II. Terms of Reference**

**1. Town Planning Specialist**

**Qualifications and Experience**

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

**Roles and responsibilities**

- Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- Review the city Master Plan and provide inputs to revise it in accordance with the mandatory conditions under the Mission.
- Provide support in developing (approved) building layout plans for EWS/LIG housing.
- Provide advice to MoHUPA on increasing financial inclusion for the urban poor.
- Develop AIP on the basis of HFAPoAs of the ULBs in consultations with State.
- Handholding support to States /UTs for the implementation of the slum redevelopment and Affordable Housing programmes.
- Develop MIS formats and compilation of data from the ULBs.
- Develop periodic monitoring system for achievements under each scheme components.
- Any other related tasks that may be entrusted upon by State/SLNA.
- 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.
- 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 training ULB staff on municipal finance, project finance and resource mobilization.
- v. Experience in promoting dialogue between all stakeholders involved in the housing finance sector at state level.

- vi. Experience in identifying and quantifying potential capital financing sources for housing finance in the country.
- vii. Knowledge of local language is essential.

### **Roles and Responsibilities**

- i. Undertake data and financial analysis on Housing Finance for the urban poor.
- ii. Prepare housing finance strategy for the State/UTs.
- iii. Co-ordinate with various HFIs and Banks at state level for ensuring support for the implementation of the programme.
- iv. Analyse the possible financing provisions for the State/UT.
- v. Undertake data analysis and fixing targets under CLSS component.
- vi. Monitor the utilization of funds and the achievement of targets of CLSS component periodically.
- vii. Provide inputs into MIS and reporting formats for CLSS component.
- viii. 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.
- ix. Any other related tasks that may be entrusted upon by the head of SLTC.





**Annexure – II**

<b>Tamil Nadu Urban Habitat Development Board</b> <b>Pradhan Mantri Awas Yojana-Urban (PMAY-U)-Housing For All (HFA) Mission</b> <b>Application for the Post of .....</b>						
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 / Institution	Year of Passing	Grade / Class obtained		
10.	<b>Post qualification Experience in urban planning with experience of urban infrastructure projects/ affordable housing/slum development projects 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)

12.	<b>Experience of reform oriented projects in urban development / housing / slum development related projects / programs</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>					
15.	<b>Other Skills / Experiences relevant to the post applied, if any</b>					
<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 TNUHDB 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>						