



**Tamil Nadu Slum Clearance Board**  
**Inclusive, Resilient and Sustainable Housing for Urban Poor Project**  
**Notification**

**Notification No.: 231/J2/SE/PIU SLM /2020**

**Date:04.12.2020**

Tamil Nadu Slum Clearance Board (TNSCB), 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. TNSCB now invites applications from the eligible candidates for the following categories of posts in Tamil Nadu Slum Clearance 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	3	Rs. 70,000
2.	Environment Specialist	3	Rs. 70,000
3.	Community Officer	9	Rs. 45,000
4.	Animator	9	Rs. 11,000

**I. Important Dates**

1.	Date of Notification	04.12.2020
2.	Date of Publication in Newspaper	07.12.2020
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	08.01.2021 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 <http://www.tnscb.org>

**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 (08.01.2021 5.00 PM).

**Address:** The Superintending Engineer, Salem PIU Circle , Tamil Nadu Slum Clearance Board, No : 3/2, Narayanasamy Street, Peramanur, Salem -636007.

### **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 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. 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 Madurai/Salem, Tamil Nadu.

S.No	Name of the Post	Place of Posting / No. of Posts	
		Madurai	Salem
1.	Construction Management Specialist	2	1
2.	Environment Specialist	2	1
3.	Community Officer	6	3
4.	Animator	6	3

#### **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.

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Superintending Engineer  
Project Implementing Circle  
TNSCB

## **Annexure – I**

### **Tamil Nadu Slum Clearance Board Inclusive, Resilient and Sustainable Housing for Urban Poor Project Notification No: 231/J2/SE/PIU SLM /2020**

#### **I. Age (as on 08.01.2021)**

- Maximum: 45 Years (should not have completed)

#### **II. Terms of Reference**

##### **1. Construction Management Specialist**

##### **Objective:**

- To assist and provide contract managerial, technical and other necessary support to Project Implementation Division (PID).
- The Construction Management Specialist shall support to manage, execute and implement the project activities by effective contract management and construction supervision in PID.
- The PMU will be supported by three PIDs. Each PIDs will have one Construction Management Specialist.
- 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 TNSCB any potential issues likely to affect progress;
5. Support TNSCB in preparing timely variations orders during implementation;
6. Support TNSCB 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 TNSCB in issuing notices to the contractors as per the contract stipulations;
10. Advise the TNSCB on resolution of disputes which may arise with the Contractor during execution of works;
11. Support the TNSCB 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 TNSCB 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 TNSCB 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 TNSCB 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.

### **3. Community Officer**

#### **Objective:**

- i. To ensure effective implementation of Resettlement Plan prepared confirming to Involuntary Resettlement Safeguards procedures, and the livelihood interventions proposed under the Graduation programme
- ii. The Social Team of Project Implementaion Division (PID) will be headed by the Community Development Officer (CDO). The Community Officer will report directly to the Community Development Officer of the Project Implementation Division. The Community Officer will also be responsible for the work of Animators reporting to them. The Community Officer will be posted in the Project Implementation Division.

#### **Required Qualifications and Experience at minimum:**

1. Master Degree in Sociology/ Social Work and Social Sciences from a recognized University.
2. Minimum 2years of post-qualification experience in social and community development activities in Government / Semi-Government / Autonomous Organizations or Urban Local Body/ Public Sector Undertaking / Non GovernmentOrganisations (NGOs) / Community BasedOrganisations (CBOs).
3. Experience in slum development or resettlement projects or working with community groups especially in urban sector will be preferred.
4. Experience of working with state / central government organizations will be preferred.
5. Experience of working with International Financial Institutions funded projects will be preferred.

#### **Professional Competencies at Minimum:**

1. Good IT / computer skills including MS Office (Word, Excel, Power point etc)
2. Good written and oral communication skills in Tamil and English .
3. Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.
4. Experience in case management, livelihoods promotion, social empowerment, financial inclusion, and project management for the selected Graduation sites will be preferred.
5. Ability to liaise and work effectively with government officials.
6. Ability to work collaboratively with teams as a constructive team member.
7. Ability to coordinate workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed.

#### **Roles and responsibilities**

1. Coordinate the enumeration, biometric capturing of slum families with external vendors / consulting firm and government departments.
2. Coordinate the conduct of social assessments of slum families with the consulting firm.
3. Ensure the issue of notices related to resettlement by the government departments.



4. Coordinate the food and transport arrangement during resettlement of slum families with government departments.
5. Coordinate the issue of allotment orders, provision of basic facilities (water supply, electricity, functioning of lifts) in the new housing units with TNSCB officials.
6. Liaise with the Banks to open bank accounts for resettled families.
7. Coordinate with government departments to provide access to basic services near the sites such as enrol children in ICDS/Schools; organize special camps for transfer of ration cards, aadhar cards, voter identity card and social security pensions.
8. Initiative to form Self Help Groups and organizing training for income generation and economic development activities for resettled families in coordination with Tamil Nadu Corporation for Women Development and National Urban Livelihood Mission.
9. Assist in identification for income generation and economic development activities and create bank linkages and follow up .
10. Conduct of job fairs, skill training programmes in coordination with government departments.
11. Initiating activity to formation of Resident Welfare Associations and Federations for maintenance of EWS housing units.
12. Assist in the preparation of plan of action for implementation of community development programmes.
13. Identify agencies, NGOs, community-based organizations, and women's associations or groups to support project implementation.
14. Coordinate programs that promote gender equality, address violence against women and advance rights of girls and women.
15. Coordinate with the government departments, NGOs and other stakeholders to promote interventions to address gender based violence.
16. The CDOs will ensure that the Grievance Redress Mechanism is setup.
17. Oversee the work of Animators
18. Preparation of monthly progress reports.
19. Documentation of project related activities.
20. Provide data for preparation and updating of safeguard documents.
21. The Community Officer will engage with the community in accordance with the Stakeholder Consultation Plan.
22. Assist in carrying out the need assessment amongst the affected families for livelihood interventions
23. Assist in the preparation of household level skill development plans and livelihood plans
24. Assist in the detailed preparation of labour influx management action plans
25. Assist in the disclosure of safeguard documents both in Tamil and English prior to project appraisal.
26. Lead execution of communication strategy in partnership with all stakeholders identified.
27. Assist affected families in registering their grievances through the grievance redress mechanism and ensuring GRM is functional at the community level
28. Assist PIU in ensuring contractor complies with labour laws.
29. Coordinate dissemination of information of the GRM system in the project area.
30. Any other tasks assigned by the Executive Engineer, Project Implementing Division from time to time.

**Graduation Program related roles and responsibilities for Community Officers required in the selected Graduation sites:**

1. Participate in orientation workshops and trainings on the Graduation Program.
2. Undertake a handover of the work from the Graduation preparation field teams prior to implementation in sites
3. Review the daily implementation activities of Animators.
4. Undertake implementation activities in Graduation sites including overseeing the scheduling and implementation of life skills trainings, financial literacy trainings, savings groups and community association meetings.
5. Support Animators in coaching and mentoring of participants.
6. Support Animators in monitoring the economic and social welfare of participants.
7. Provide regular reports on Graduation activities to the CDO.
8. Participate in regular field level project team meetings and monitoring meetings to map the progress of Graduation interventions in the selected Graduation sites.

**4. Animator**

**Objective:**

- i. To assist in the effective implementation of Resettlement Plan prepared confirming to Involuntary Resettlement Safeguards Procedures and Livelihood interventions (Graduation programme).The Animator will be posted to the Social Team in the Project Implementation Division.
- ii. The Social Team of Project Implementaion Division (PID) will be headed by the Community Development Officer (CDO)and will have three Community Officers.
- iii. The animator will report directly to the Community Officer of the Project Implementation Division.

**Qualifications, Experience and Competencies**

1. Minimum 12<sup>th</sup> Standard Pass.
2. Minimum 2 years of experience in social and community development activities / Socio-economic survey in Government / semi-Government / autonomous organizations or urban Local Body/ Public Sector Undertaking / Non-Government Organizations / Community Based Organisations.
3. Good written and oral communication skills in Tamil.
4. Experience in slum development or resettlement projects or working with community groups, especially in the urban sector will be preferred.
5. Experience in case management, livelihoods promotion, social empowerment, financial inclusion, and project management for the selected Graduation sites will be preferred.
6. Experience of working with Government organizations will be preferred.
7. Candidates residing in the projects site Districts will be preferred. Preference will be given to select the Animators in affected area and in an around of the resettlement site.
8. Women candidates will be preferred.

### **Roles and responsibilities**

1. Assist in the enumeration, biometric capturing and socioeconomic survey of slum families with external vendors/consulting firm(s) and Government departments.
2. Assist in resettlement of slum families.
3. Facilitate affected persons to receive resettlement assistance.
4. Mobilize the resettled families to provide access to basic services such as the camps organized to enroll children in ICDS/Schools and special camps organized for the transfer of ration card, aadhar card, voter identity card, and social security schemes.
5. Facilitate the formation of new Self Help Groups (SHGs) / Common Livelihood Groups and strengthening the capacity of existing SHGs.
6. Assist in skill mapping and identification of beneficiaries for skill training programs and Job fairs.
7. Assist in the redress of grievances of slum families before and after resettlement.
8. Disseminate information about the Project at the field level through IEC activities.
9. Assist in formation of Resident Welfare Associations and Federations for maintenance of EWS housing units.
10. Assist in organizing meetings for SHG's, Women Groups and Youth Groups.
11. Facilitate opening bank accounts for the project affected families.
12. Motivate the project affected families to attend skill training and for retention.
13. Identify and motivate the project affected families to engage in livelihood activities and to follow up for better results.
14. Facilitate the project affected families to enroll in Government Welfare Schemes.
15. Conduct regular house visits for follow up and monitoring of progress.
16. Report to the Community Officer on a weekly basis on the activities carried out and targets for the following week.
17. Any other related tasks that may be assigned by the CDO.

### **Graduation Program related roles and responsibilities for Animators required in the selected Graduation sites:**

1. Participate in orientation workshops and trainings on the Graduation Program
2. Undertake a handover of work from the Graduation preparation field team prior to implementation in sites.
3. Serve as a mentor, coach, and guide to allocated households by providing targeted coaching and guidance during household visits.
4. Assist the Community Officer/Community Development Officer to deliver Graduation training to participants.
5. Support participants to procure assets using their livelihoods allowance and help them manage their assets over the course of the program.
6. Facilitate regular savings group and life skills training with social and health messaging.
7. Regularly monitor and report the economic and social welfare of participants.
8. Provide daily report on Graduation activities to the Community Officer.
9. Participate in regular field level project team meetings and monitoring meetings to map the progress of Graduation interventions for eligible households.