



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

Notification No:817/2022

Date:09 .11.2023

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.	Animator	4	Rs.11,000

I. Important Dates

1.	Date of Notification	09.11.2023
2.	Date of Publication in Newspaper	10.11.2023
3.	Last date for Receipt of filled Application through Registered Post / Speed Post	24.11.2023 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 (24.11.2023, 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 , in discipline 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 / Trichy, Tamil Nadu.

S.No	Name of the Post	Place of Posting / No. of Posts	
		PID-I Sivagangai	Trichy
1.	Animator	2	2

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 09.11.2023)

- Maximum: 45 Years (should not have completed)

II. Terms of Reference

1. Animator

Objective:

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

Qualifications, Experience and Competencies

1. Minimum 12th 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. Experience of working with Government organizations will be preferred.
6. 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.
7. 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 information 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 house holds 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.

Tamil Nadu Urban Habitat Development Board
Inclusive, Resilient and Sustainable Housing for Urban Poor Project
Application for the Post of Animator

1.	Name of the Applicant		Affix your passport size photograph			
2.	Father / Husband's Name					
3.	Date of Birth and Age					
4.	Nationality					
5.	Residential Address					
6.	Communication Address					
7.	Contact Phone/Mobile No					
8.	Email ID					
9.	Languages Known					
10.	Educational Qualification					
S.No	SSLC/HSC	Name of the School	Year of Passing	Marks Obtained		
11.	Experience in Social and Community Development Activities / Socio-Economic survey in Government / Semi-Government / Autonomous Organizations or Urban Local Body / Public Sector Under taking /NGOs / Community Based Organisations (CBOs).					
S.No	Name 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 Government Organizations					
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S.No	Name of the Project / Work	Name of the Employer	Applicant's Designation/ Role in the Project/Work	Experience Period		
				From	To	Period (Year / Months)

13.	Experience of working in Slum Development or Resettlement Projects or working with Community groups especially in Urban Sector					
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S.No	Name of the Project / Work	Name of the Employer	Applicant's Designation/ Role in the Project / Work	Experience Period		
				From	To	Period (Year/ Months)

14.	Other Skills / Experiences relevant to the post applied, if any					
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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 TNUHDB would render dismissal and termination of my candidature / service / contract apart from penal action as per law.

Date:
Place:

Signature of the Applicant