



GOVERNMENT OF TAMIL NADU

Directorate of Municipal Administration

**Urban Administrative Building, 11th Floor, Raja Annamalaipuram,
MRC Nagar, Chennai-28**

Phone: (044) 29864457 Website: <https://tnurbantree.tn.gov.in>

**Appointment of Specialists to Work under ASIAN DEVELOPMENT BANK
(ADB) assisted Tamil Nadu Urban Flagship Investment Programme
(TNUFIP)**

Instructions

The Directorate of Municipal Administration, Chennai-28 invites application from the eligible candidates for the following posts to work on contract basis for a period of one year in the Urban Data and Governance Improvement Cell (UDGIC) constituted under ADB assisted TNUFIP in the Directorate of Municipal Administration, Raja Annamalaipuram, MRC Nagar, Chennai-600 028.

1. Senior Expert / General Manager (UDGIC) 1 post
2. Information Technology & MIS Specialist 1 post

The details of qualifications, experience and monthly salary for each post are given below:

S. No	Name of Post	No. of post	Qualification & Experience	Mode of selection
1)	Senior Expert General Manager (UDGIC)	1	<u>Qualification</u> Graduate in Engineering, Planning, Science, commerce or Economics / Statistics <u>Experience</u> At least ten years of experience in monitoring and evaluation or financial management of Government agencies. Experience in External Aided Projects (EAPs)/within ULBs would be preferred.	Contract basis

2)	IT & MIS Specialist	1	<u>Qualification</u> Graduate in information technology /Computer science or engineering graduate <u>Experience</u> At least five years of experience in providing information technology support in reform implementation or program management in Government agencies. Experience within ULBs would be preferred.	Contract basis
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Nature of Appointment

Temporary & Contract basis

Salary:

Senior Expert / General Manager (UDGIC)	Rs. 1,00,000/- per month consolidated
IT & MIS Specialist	Rs. 90,000/- per month consolidated

- The Selected candidates will be appointed for a period of one year
- The extension of contract period depends upon the continuance of the post /posts by the Government and based on the performance of the incumbent of the post.
- If the person who appointed as Expert shall give one month notice if he / she wants to resign the post for any reason.
- If the DMA feels that his / her service is no longer required, he / she will be terminated / relieved without furnishing any reason, by giving a month's notice.
- The Specialist is eligible for a day's causal leave in a month.

Last date of receipt of application is 08.07.2022

- Eligible& willing candidates are requested to send the application in the format attached herewith before 5.00 PM on 08.07.2022 to the following address:

Director of Municipal Administration,
Urban Administrative Building,
Raja Annamalaipuram, MRC Nagar, Chennai-600 028
Email id: pao.tncma@nic.in

DIRECTORATE OF MUNICIPAL ADMINISTRATION

Application for the post of

Photo

1.	Name of the Applicant				
2.	Name of Father				
3.	Date of Birth				
4.	Present Address (for Communication purpose)				
5.	Permanent Address				
6	Phone No (with STD Code)				
	Mobile Number				
	email ID				
7.	Educational Qualification (with most recent Degree first) (Please enclose self attested photocopies)				
S. No	Qualification	Year of Passing	Grade	% of marks obtained	Name of the Institution / University

8.	Additional / other qualifications if any (Pl enclose self attested copies)				
S. No	Qualification	Year of Passing	Grade	% of marks obtained	Name of the Institution
9.	Experience details (Please enclose self attested photo copies)				
S.No	Name of the Government Office / Organization / ULB	Designation	Period From - To	Total No. of years	Nature of works attended
10.	List of Enclosures (only photo copies with self attestation)			Details	Page No.

I hereby declare that the information furnished above are correct.

Signature:

Name :

Date :

Place :