



GOVERNMENT OF TAMILNADU

COMMISSIONERATE OF MUNICIPAL ADMINISTRATION

6th floor, Ezhilagam Annexure Building ,Kamarajar Salai ,
Chepauk , Chennai-600005.

Phone no:(044) 28555775, 28550200, Fax no: (044)28518079

Website: www.tn.gov.in/cma

The Commissionerate of Municipal Administration Chennai invites applications from the retired officials for the post of **Procurement & Administrative Officer** to work on contract basis (initially for a period of six months) for the World Bank assisted Tamil Nadu Urban Development Project III in the office of the Commissioner of Municipal Administration, Chepauk, Chennai - 600 005

Scope of Work:

To assist the Commissioner of Municipal Administration to look after the procurement and administration matters in the World Bank assisted Tamil Nadu Urban Development Project III in the office of the Commissioner of Municipal Administration.

The application and instructions can be downloaded from the Website -

www.tn.gov.in/cma (Please check: What's New).

Last date for the receipt of the application is 05.09.2011

Sd/-Dr.P. Senthilkumar
Commissioner of Municipal Administration

/Forwarded by order/

For Commissioner of Municipal Administration

DM
16/8/11

16/8/2011

GOVERNMENT OF TAMILNADU

COMMISSIONERATE OF MUNICIPAL ADMINISTRATION

Closing date : 05.09.2011

| | | |
|---------------------|---|---|
| Post Title | : | Procurement & Administrative Officer |
| Organization | : | Commissionerate of Municipal Administration, Chepauk, Chennai-600 005 |
| Duty Station | : | Office of the Commissionerate of Municipal Administration |
| Project | : | Tamil Nadu Urban Development Project III. |
| Duration | : | 6 months (Initially) |

This vacancy is open to applicants of either sex .

Required Educational Qualification: Graduation and above

Age : Maximum 65 years

Experience:

Retired officials in the cadre of Joint Directors / Additional Directors, Joint Secretary to Government / Additional Secretary to Government or equivalent posts.

Terms of Employment:

The incumbent will be retained on a contractual basis initially for a period of six months (and renewed based on the Performance, outputs and desired impacts till project period) from the date of commencement of the contract. Since retired persons are to be appointed for this post, remuneration will be fixed as per the existing Government Rules for retired officials, i.e. pay last drawn at the time of retirement minus pension formula will be adopted.

Sd/- Dr.P. Senthilkumar
Commissioner of Municipal Administration

/Forwarded by order/

For Commissioner of Municipal Administration

Handwritten signature and date:
10/8/11

INSTRUCTIONS TO THE APPLICANTS

| | |
|----|--|
| 1. | This is for the posts of Procurement & Administrative Officer, under the World Bank assisted Tamil Nadu Urban Development Project III. |
| 2. | Please download the relevant form, fill up the details, enclose the self attested photocopies of certificates pertaining to educational qualification and experience |
| 3. | Paste a recent passport size colour photograph in the application. |
| 4. | Sign the application with date. Any application without signature will be disqualified |
| 5. | Send the application to the Commissionerate of Municipal Administration (WB Section) 6th floor, Ezhilagam Annexure Building, Kamarajar Salai , Chepauk , Chennai-600005. The cover shall be superscribed as follows <u>“Application for the Post – Procurement & Administrative Officer</u> |
| 6. | The post is purely temporary and only Eligible applicants will be called for interview |
| 7. | Candidates should produce all original Certificates for verification at the time of interview. |
| 8. | Applications received after the due date will not be considered. The department is not responsible for postal delay |

Commissionerate of Municipal Administration

Application for the post of

| <i>Post applied for</i> | Procurement & Administrative Officer | Paste your Recent Passport Size Colour Photo | | | | |
|--------------------------------|---|---|----|----|---------|-------|
| 1 | Applicant Name | | | | | |
| 2 | Name of the Father /Husband | | | | | |
| 3 | Community (Tick the applicable) | ST | SC | BC | OBC/MBC | Other |
| 4 | Languages Known (Read & Write) | | | | | |
| 5 | Date of Birth | | | | | |
| | Age(as on 1.1.2011) | | | | | |
| | Date of Retirement | | | | | |
| 6 | Native Place /District | | | | | |
| 7 | Present Address (for Communication Purpose) | | | | | |
| 8 | Permanent Address | | | | | |
| 9 | Phone no(with STD code) | | | | | |
| | Mobile | | | | | |

| | | | | | |
|------|--|-----------------|------------------------------|---------------------|-------------------------|
| 10 | E.Mail Address | | | | |
| 11 | 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 |
| | | | | | |
| | | | | | |
| | | | | | |
| 12 | Computer Knowledge (Please enclose self – attested photocopies) | | | | |
| S.No | Name of the Institutions | Degree | Percentage of marks obtained | Certificates | |
| | | | | | |

| 13 | Additional Qualification if any | | | | |
|------|---|-------------|--------|----|-------------------|
| 14 | Experience details (Last 5 years) (Please enclose self - attested photocopies) | | | | |
| S.No | Name of the Government Office / Organization | Designation | Period | | Total no of years |
| | | | From | To | |
| | | | | | |
| | | | | | |
| 15. | Post lastly held (Pl enclose a copy of the retirement order) | | | | |
| 16. | Pay lastly drawn | | | | |
| 17 | List of Enclosures(Only photo copies with self -attestation) | Details | | | Page No. |
| | | | | | |
| | | | | | |
| | | | | | |

I hereby declare that the information furnished are correct.

Signature :

Name :

Date :

Place :