



GOVERNMENT OF TAMILNADU



**COMMISSIONERATE OF MUNICIPAL
ADMINISTRATION**

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

Phone no:(044)2410363,28549921,Fax no: (044)28518079

Website: www.tn.gov.in/cma

The Commissionerate of Municipal Administration, Chennai invites applications for engaging the following Specialists in order to implement and establish HOUSING START-UP INDEX (HSUI) scheme under the JnNURM funded by USHA scheme in four Municipal Corporations of TamilNadu.

No	Name of Post	Vacancy
Post-I	Management Information System Specialist (Masters in Planning /Economics/Statistics)	4
Post-II	MIS Support (Data Entry Operator)	4

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 18/7/2011

Commissioner of Municipal Administration

WEBSITE HOSTING
PARTICULARS

INSTRUCTIONS TO THE APPLICANTS

1.	This is for the posts of Specialist (Planning/Economics/Statistics) (MIS) Specialists and Data Entry Operator to MIS (DEO to MIS) Under HSUI
2.	Specification of the post in the application is mandatory.
3.	Please download the relevant form fill up the details, enclose the self attested photocopies certificates pertaining to educational qualification and experience
4.	Paste a recent passport size colour photograph in the application.
5.	Sign the application with date. Any application without signature will be disqualified
6.	Send the application to Commissionerate of Municipal Administration (IHSDP Section) 6th floor, Ezhilagam Annexure Building, Kamarajar Salai , Chepauk , Chennai-600005. The cover shall be superscribed as follows <u>“Application for the Housing Start Up Index – Specialists”</u>
7.	The post is purely temporary and only Eligible applicants will be called for interview
8.	Candidates should produce all original Certificates for the verification at the time of interview.
9.	Applications after the due date will not be considered. The department is not responsible for postal delay

Commissionerate of Municipal Administration

Application for the posts of

a) Management Information Specialist (MIS) (Specialist in Planning/Economics/Statistics)		Paste your Recent Colour Photo				
b) MIS support (Data Entry Operator)						
Post applied for						
1	Applicant Name					
2	Name of the Father /Husband /Guardian					
3	Community (Tick the applicable)	ST	SC	BC	OBC/MB C	Other
4	Languages Known (Read & Write)					
5	Date of Birth					
	Age(as on 1.1.2011)					
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 (Please enclose self - attested photocopies)					
S.No	Organization	Designation	Period		Total no of years	Whether affiliated to State or Central Govt.
			From	To		
15	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 :

GOVERNMENT OF TAMILNADU
COMMISSIONERATE OF MUNICIPAL ADMINISTRATION

Closing date : 18.7.2011

Post Title :	1. Management Information System Specialist(Master in Planning/Economics/Statistics)
Organization :	Commissionerate of Municipal Administration
Duty Station :	Chennai Madurai Coimbatore & Trichy corporations in Tamil Nadu
Project :	Housing Startup Index
Duration :	Three years (renewed annually based on the Performance, outputs and desired impacts)

This vacancy is open to applicants of either sex . Preference will be given to equally qualified women candidates.

Required Educational qualification & Experience: Management Information System Specialist

- Must be MA/M.Sc degree (M.Phil/Phd would be desirable) in Planning/ Economics/ Statistics with 1 years experience in relevant field.
- Adequate knowledge of computerized statistical tools/Ecometric applications like SPSS,SAS,etc.
- Experience in dealing with State Government/Local Bodies/Resource Centres/NGOs / Communities
- Experience in computers are mandatory

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of Three years (renewed annually based on the Performance, outputs and desired impacts) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs.30000/- per month (for Chennai Madurai Coimbatore corporations) and Rs.25000/- (for Trichy Corporations).

Additional Details:

The engagement of the Specialists will be purely temporary and the specialists would be disbanded once the projects are completed. The applicant should be willing to work any corporations in Tamil Nadu. Other conditions are subject to norms applicable for term consultants, including tax deductions as applicable.

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COMMISSIONERATE OF MUNICIPAL ADMINISTRATION

Closing date: 18.7.2011

Post Title :	2. MIS Support (Data entry Operator)
Organization :	Commissionerate of Municipal Administration
Duty Station :	Chennai Madurai Coimbatore & Trichy corporations in Tamil Nadu
Project :	Housing Startup Index
Duration :	Three years (renewed annually based on the Performance, outputs and desired impacts)

This vacancy is open to applicants of either sex . Preference will be given to equally qualified women candidates.

Required Educational qualification & Experience: (MIS Support) (Data Entry Operator)

- Must be 10,+2 and preferably be graduate .
- Possess a Degree or Diploma from a recognized institute in Computer operation.
- One year Experience must in the relevant field

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of Three years (renewed annually based on the Performance, outputs and desired impacts) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs.10000/- per month (for Chennai Madurai Coimbatore corporations) and Rs.8000/- (for Trichy Corporations).

Additional Details:

The engagement of the MIS Support (Data entry Operator) will be purely temporary and the MIS Support (Data entry Operator) would be disbanded once the projects are completed. The applicant should be willing to work any corporations in Tamil Nadu. Others condition are subject to norms applicable for term consultants, including tax deductions as applicable.

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