

Ref:- 107/2024/MCE4

Date:19.12.2024

**JOB REQUIREMENT**

Thanjavur Smart City Limited (TSCL) an SPV incorporated under company Act in 2017 is a subsidiary unit of Govt.of Tamil nadu. The Company requires following person on full time basis on contract for a period of one year.

Sl.No	Designation	Post	Qualification & Experience	Consolidated Emoluments	Age Limit
1	Environmental & Social Safeguards Nodal Officer	01	Please See Annexure -I	50000/-	Not More than 45 years as on
2	Public Engagement Officer	01	Please See Annexure -II	30000/-	Not More than 45 years as on

**Terms & Condition:-**

- Candidate should ensure that he/she fulfills the requisite qualification & experience .
- Candidate who are already in job will be required to produce" NoDues Certificate" from the previous employer before joining the company.
- Contract employment as mentioned will not confer any claim for regular employment in TSCL.
- Employment is to be awarded on contract basis, initial period of contract will be one year which may be extended depending upon the need and on the satisfactory performance of the selected Candidate.
- Shortlisted candidate shall be called for the interviews, This information for the same shall be Communicated telephonically /email/registered post. Candidate must bring his/her original Certificate along with three sets of self attested copies of document and two pass port size photographs for the interview. No travelling allowance will be paid to the candidate for attending the interview.

Interested candidate may submit their application in prescribed format ( can be downloaded from MSCL webside (<http://thanjavurcorporation.org>) along with Resume /CV by e-mail on [commr.thanjavar@tn.gov.in](mailto:commr.thanjavar@tn.gov.in). Application should be accompanied with photocopy of mark sheets, experience certificate (only in PDF Format), Pass port size photo, contact number and e mail ID. The application should reach on or before 06.01.2025.

**Managing Director,  
Thanjavur Smart City Limited**

From:

To,

Managing Director,  
Thanjavur Smart City Limited,  
Thanjavur Corporation,  
Thanjavur.

Sub:- Application for the post of .....

Ref No: 1. Recruitment Notification TSCL /107/2024/MCE4, Dt.19.12.2024

Dear Sir/Madam.

I here by declare that I have carefully read and understood the instructions, terms & conditions of the recruitment notification and then submitting this application. All information furnished in the prescribed form as well as the attached sheets are true and correct to the best of my knowledge and belief. I fully understand that if it is found later that any information given in the applications incorrect /false/suppressed or if I do not satisfy the eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any further communication.

Duly filled in application form and required supporting documents are attached with the mail. I completely understand that, in case required documents in support of DoB/ Qualification/experience/Pay Level /job profile etc. Which are required to establish my candidature are not attached, TSCL Thanjavur reserves the right not to consider my candidature.

.....  
Signature of the Applicant

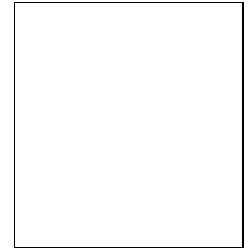
Name of the Applicant:-

Place:-

Date:-

.....

# **Application Form**



## 1. Personal Information of Applicant

Position applying for	
Name (in Capital Letters)	
Father' Name	
Mother' Name	
Spouse Name	
Date of Birth (Day/Month/year)	
Mobile Number	
Gender	
Marital Status	
Religion	
Nationality	
Category Gen/OBC/SC/ST/PWD	
Email ID	
Aadhar/Passport Number	
Correspondence Address	
Permanent Address	

2. Academic Qualification: - (i) Please attach self –attached copies of mark sheets / certificates.  
 (II) Give particulars in a chronological order starting with matric.

Sl.No	Degree	Name of Board University / Institution	Subject / Specialization	Division /Grade % of Marks	Year

3. Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet)

- (i) please attach self –attested copies or certificates.  
 (ii) please attach the self –attested copy of latest monthly salary slip.

Sl.No	Name and address of employer with we site address	Post Held	Pay/ Scale/ Pay Level	Total Monthly Salary	Nature of Duties performed during the employment	Period of Employment	
1							
2							
3							
4							
5							

4	Additional information.if any, which you would like to mentioned in support of your suitability for the post (this among other things may provide information with regard to(i) additional academic qualification(ii)Professional training and (iii) work experience over and above prescribed in the Vacancy (Circular/advertisement) Note:Enclosed a separate sheet, if athe space is insufficient)	
5	Write name of two reference with email Id's and Contact details	

### **Declaration**

I have carefully gone through the vacancy circular advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post. I Further, declare that the information / particulars furnished by me are true and nothing has been hide.

Place:

Date:

(Signature of Applicant)

## **Annexure-1**

### **Job Title: Environmental & Social Safeguards Nodal Officer (ESNO) - CITIIS**

#### **Background:**

CITIIS 2.0, the second phase of the CITIIS program, was approved by the Union Cabinet on May 31, 2023 with an outlay of Rs. 1866 crore. CITIIS 2.0 will be financed through a EUR 200 million bilateral loan from AFD and KfW and a technical assistance grant of EUR 12 million from the European Union. The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Guidelines for the CITIIS 2.0 program can be accessed through:  
<https://citiis.niua.in/web/sites/default/files/2023-10/CITUS%202.0-%20Operational%20Guidelines.pdf>

#### **Responsibilities:**

The ESNO shall be directly responsible for overseeing the project's environmental & social safeguard management and related aspects. The ESNO will be a part of the CITIIS 2.0 city program team and support its activities including programmatic and operational aspects. The responsibilities of the incumbent shall include, but will not be limited to:

- Carrying out the screening of identified project components/sub-projects for environmental and social risks, including gender risks, environmental and social screening and categorization of sub-projects, following due diligence process and ensuring appropriate mitigation measures;
- Identifying the scope of impact assessment and overseeing the preparation of the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Resettlement Action Plan (RAP), Livelihoods Restoration Plan (LRP), Waste-pickers Integration Plan (WIP) and Gender Action Plan (GAP) as per the National/State/Local regulations as well as the CITIIS 2.0 E&S guidelines;
- Assisting the timely updating and implementation of the CITIIS E&S Management Framework (ESMF) to comply with applicable National/State/Local regulations, World Bank E&S Standards (WB ESS), and applicable EHS Guidelines, at the program and sub- projects levels and ensuring proper management of integrated waste management projects,
- Assisting with proactive identification of potential risks and adverse impacts on environmental sustainability and safeguards and advising the project team on social and environmental aspects, particularly labour issues, mitigation plans, and institutional development strategies;
- Ensuring that the ESIA and ESMP project reports confirm the status of regulatory compliance with the World Bank and National regulations/guidelines/laws;

- Establishing and maintaining a Grievance Redressal Committee (GRC) at the city level;
- Obtaining approvals from the CITIIS PMU at NIUA and the required clearances from State governments/local government/any other as necessary prior to the launch of procurement processes for works and contracts, The ESNO will also ensure that the approved ESIA/ ESMP and RAP annexed to the procurement process and contract documents awarded to contractors;
- Ensuring the implementation of the RAP(relocation and full compensation) prior to the initiation of civil works, with special consideration for compensation and assistance to vulnerable groups;
- Ensuring the implementation of the ESMP and GAP during the project cycle;
- Updating information continuously, and as required, on the PAPs, local community and other stakeholders, on the construction works, E&S impacts, and implementation of the mitigation measure, and maintaining the grievance redressal mechanism and committee (GRC);
- Preparing reports (monthly, quarterly, and annual, field monitoring) on the safeguard risks for all sub-projects and ensuring that timely measures are taken;
- Undertaking regular field visits for environmental and social safeguards investigation during the project cycle to assess compliance and report on the same;
- Attending E&S safeguards trainings and workshops conducted by the CITIIS PMU.

#### **Reporting:**

The ESNO shall report directly to the Project Coordinator, under the overall guidance and supervision of the CEO, Smart City SPV. Additionally, the ESNO will be required to follow the instructions of and attend meetings organized by the Environmental & Social Safeguards Specialists at the CITIIS PMU (National Institute of Urban Affairs).

#### **Skills and Qualifications:**

- Postgraduate or equivalent level, preferably with a focus on Environmental Management, Environmental Science, Ecology & Biodiversity Management, Environmental Engineering, Sustainable Development or a related field from a recognized university or institute
- Minimum 5 years of professional experience with at least 3 years in the assessment and management of environmental and social impacts
- Familiarity with tools and methodologies for environmental and social risk assessment in the context of project formulation, implementation and monitoring

- Experience with environmental safeguarding and related aspects of the waste-to- energy/solid waste management sector is an added advantage
- Understanding of World Bank E&S Standards (WB ESS) and applicable EHS Guidelines as well as National laws and regulations
- Understanding of environmental & social safeguard policies and reporting systems of bilateral/multilateral development agencies such as World Bank, ADB, AFD, KfW
- Ability to synthesize and analyze diverse E&S-related data and information and preparing high-quality, professional and timely reports
- Self-driven with a high degree of responsiveness and proactivity
- Excellent communication and interpersonal skills

Remuneration: CEO of the SPV may determine the remuneration, considering the prevailing local industry standards for the position.

Duration: The positions shall be hired for a minimum of 1year. Which may be extended upto 3 years depending upon the need and on the performance of the selected candidate.



## Annexure-II

### **Job Title:Public Engagement Officer(PEO) - CITIIS**

#### Background

CITIIS 2.0, the second phase of the CITIIS program was approved by the Union Cabinet on May 31, 2023 with an outlay of Rs. 1866 Crores. CITIIS, 2.0 will be financed through a EUR 200 million bilateral loan from AFD and KfW and a technical assistance grant of EUR 12 million from the European Union. The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Guidelines of the CITIIS 2.0 program can be accessed through:  
[https://citiis.niua.in/web/sites/default/files/2023-10/CITIIS%202.0-%20Operational%20Guidelines .pdf](https://citiis.niua.in/web/sites/default/files/2023-10/CITIIS%202.0-%20Operational%20Guidelines.pdf)

#### Responsibilities

The PEO shall be directly responsible for overseeing the project's stakeholder engagement, communication and visibility related aspects. The PEO will be a part of the CITIIS 2.0 city program team and support in activities including programmatic and operational. The responsibilities of the incumbent shall include, but will not be limited to:

- Develop a Stakeholder Engagement Plan (SEP) of the project in accordance with the guidance note issued by the CITIIS PMU at the National Institute of Urban Affairs;
- Facilitate the deepening of partnership platforms and networks across the city, and coordinate outreach events to ensure continuous citizen participation, consultation and feedback for the project;
- Develop creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user-friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan;
- Plan And manage events as required, including hiring of event management agency where applicable;
- Liaise with media agencies to ensure coverage of project activities;
- Develop content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content and ensure visibility;

- Ensure the branding guidelines of the CITIIS program are strictly adhered to and met across all digital and print communication, including branding of assets the CITIIS program; built under
- Attend trainings and workshop conducted by the CITIIS PMU.

#### **Skills and Qualifications**

- Post graduate or equivalent level preferably with a focus on mass communication, journalism, social work, development studies or related fields from a recognized university or institute;
- Minimum 5 years of professional experience with at least 3 years in the government/ development sector;
- Experience of working on waste management projects will be an added advantage;
- Ability to synthesize diverse information and preparing high quality, professional and timely reports;
- Self-driven with a high degree of responsiveness and proactivity;
- Excellent communication and interpersonal skills.

**Remuneration:** CEO of the SPV may determine the remuneration, considering the prevailing local industry standards for the position.

**Duration :** The positions shall be hired for a minimum of 1 year. Which may be extended upto 3 years depending upon the need and on the performance of the selected candidate