Recruitment Notification No. Admin/HR/01/2025

Applications are invited from eligible candidates for **contractual engagement** at **Clean Tamil Nadu Company Ltd. (CTCL), a wholly owned company of Government of Tamil Nadu,** with **a consolidated pay for one year, extendable up to three years** based on performance review). This company has been formed to accomplish the objective of Thooimai Mission to promote sustainable waste management across the state. The company aims to create a sustainable environment encompassing the community, local bodies, government entities and citizens.

Applicants are encouraged to visit https://thooimaimission.com for more details regarding the job openings. The website provides complete information about the job roles, eligibility criteria, and application process.

The last date for receipt of application is 30.07.2025.

**Recruitment Notification –
Admin/HR/01/2025 dated 16.07.2025**

Clean Tamil Nadu Company Ltd (CTCL)
is recruiting on consolidated pay.
Applications are invited from
eligible candidates for various roles.
For detailed notification and terms and
conditions, please visit
www.thooimaimission.com

Age Limit for All Role: Upto 50 Years as on 30.06.2025.

Job Code - Position 1	
Team	**Administrative Cell**
Designation Offered	**HR Manager**
Approx. Consolidated Pay range/Month:	**Upto 1,20,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in Human Resources, Business, or related field from accredited institutions in India or abroad
Preferred Work Experience	• 5+ years of experience with a top-tier corporate house, consulting firm, or leading think tanks. • experience in handling human resources requirements of an organization. With good knowledge in corporate policy formation, employment law, compensation, organizational planning, organization development, employee relations, recruitment, training & development, and preventive labour relations. • Prior collaboration with the Government of Tamil Nadu or fluency in Tamil will be considered an advantage.
Job Duties and Accountabilities	• HR Policy & Compliance – Develops and refines HR policies, ensures legal compliance, and oversees employee relations. • Talent Acquisition – Leads hiring for divisions, collaborates on resource planning, and ensures timely staffing. • Performance & Organizational Development. • Employee Engagement & Training Programs. • HR Strategy & Budgeting – Manages HR budgets, tracks key metrics, and aligns HR functions with strategic goals. • Stakeholder Collaboration – Works with leadership to implement HR strategies
Main Skills:	• Excellent communication and presentation skills. • Driving workforce planning, talent management, and organizational development • Leading organizational transformation and fostering an engaging workplace culture. • Utilizing data-driven insights for workforce optimization and strategic planning. • Collaborating with leadership, employees, and external partners effectively.

Job Code - Position 2	
Team	**Policy Design Cell**
Designation Offered	**SWM Policy Planner**
Approx. Consolidated Pay range/Month:	**Upto 1,40,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in Social Sciences, Economics, Environmental Management, Public Policy, Urban Planning, Environmental Law, or related fields from accredited institutions in India or abroad
Preferred Work Experience	• 5+ years of experience in policy planning within the Solid Waste Management sector, including policy writing. • Experience in economic and social data management, policy analysis/formulation in waste management sector. • Candidates with grassroots or on-ground waste management experience. • Prior collaboration with the Government of Tamil Nadu or fluency in Tamil will be considered an advantage.
Job Duties and Accountabilities	**Policy Formation / Research and Coordination:** • Conduct extensive primary and secondary research, including both qualitative and quantitative analysis. • Compile and analyze data to derive actionable insights to guide strategic investments and waste management policy. • Interpret and communicate statistical and research findings in a clear, structured, and analytically rigorous manner. • Develop policy briefs, whitepapers, and SOPs across various waste categories. • Promote circular economy and upcycling initiatives through research, pilots, and stakeholder engagement. • Provide technical support to Urban and Rural Local Bodies on SWM strategy, planning, and implementation. • Design regulatory policies on single-use plastics and recommend actions for compliance and enforcement. • Develop social inclusion strategies for informal waste workers through training, skilling, and partnerships with institutions and NGOs. • Organize and facilitate conferences, workshops, and stakeholder consultations to disseminate research and policy insights. • Collaborate closely with Government of Tamil Nadu departments, industry experts, and private sector partners to advance mission objectives.
Main Skills:	• Excellent communication and presentation skills. • Advanced project management and execution capabilities. • Knowledge of statistical methods and concepts underlying economic, financial, and economic indicators. • Expertise in econometric and statistical analysis techniques and principles.

	• Strong analytical skills and exemplary writing skills.
	• Ability to interpret and communicate statistical information clearly and rigorously.
	• Drafting policy notes, policy briefs, and whitepapers.
	• Efficient time management skills, with an ability to deliver high-quality content to meet tight deadlines
	• Strong understanding of on-ground waste management processes from source segregation to end destination

Job Code - Position 3	
Team	**Policy Design Cell**
Designation Offered	**Infrastructure Planner**
Approx. Consolidated Pay range/Month:	**Upto 1,40,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in Environmental Management, Urban Planning, Rural Development, Urban Design, Infrastructure or related fields from accredited institutions in India or abroad
Preferred Work Experience	• 5+ years of experience in relevant experience in research planning, particularly in the solid waste management (SWM) or urban/rural infrastructure sector. • Demonstrated experience in policy writing, strategy formulation, or technical advisory roles • Experience in economic and social data analysis to support infrastructure policy decisions in waste management/WASH. • Field-level experience or on-ground project implementation in SWM—especially infrastructure planning, layout design, or facility setup (e.g., MRFs, FSTPs, landfills). • Prior collaboration with the Government of Tamil Nadu or fluency in Tamil will be considered an advantage.
Job Duties and Accountabilities	**Policy Formation / Research and Coordination:** • Conduct extensive primary and secondary research, including both qualitative and quantitative analysis. • Develop policy briefs, whitepapers, and SOPs across various waste categories. • Conducting feasibility studies and cost-benefit analyses for implementation models; • Developing spatially integrated waste management strategies and monitoring guidelines; • Preparing financial budgets and strategy plans for waste master plans • Provide technical support to Urban and Rural Local Bodies on SWM strategy, planning, and implementation. • Develop social inclusion strategies for informal waste workers through training, skilling, and partnerships with institutions and NGOs. • Organize and facilitate conferences, workshops, and stakeholder consultations to disseminate research and policy insights.
Main Skills:	• Proficient in urban planning tools such as GIS and other design software • Excellent communication and presentation skills. • Advanced project management and execution capabilities. • Strong analytical skills and exemplary writing skills. • Drafting policy notes, policy briefs, and whitepapers. • Efficient time management skills, with an ability to deliver high-quality content to meet tight deadlines

Job Code - Position 4	
Team	**Campaign, Capacity & Collaboration (C-Cube)**
Designation Offered	**C-Cube Manager**
Approx. Consolidated Pay range/Month:	**Upto 1,70,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in Management, Infrastructure, Business Administration, Social Sector or related fields from accredited institutions in India or abroad
Preferred Work Experience	• 7+ years of experience in relevant experience in managing community development organizations, managing large-scale public campaigns, capacity-building programs, or development communication initiatives. • Proven experience in designing and executing behavior change communication (BCC) strategies, particularly in sanitation, waste management, or public health domains. • Strong background in community engagement, stakeholder coordination, and inter-departmental collaboration, preferably within government or donor-funded programs. • Experience in conceptualizing and managing training modules for Urban/Rural Local Bodies, sanitation & SWM workers, NGOs, and community-based organizations. • Demonstrated ability to manage social media campaigns, print and digital IEC materials, and outreach through local channels (radio, community events, influencers). • Familiarity with public sector processes, government communication channels, and alignment with flagship missions such as Swachh Bharat etc. • Experience in organizing large-scale events, workshops, or hackathons focused on citizen participation, youth engagement, or urban innovation. • Prior experience working with multilateral agencies, CSR partners, or state departments is desirable. • Prior collaboration with the Government of Tamil Nadu or fluency in Tamil will be considered an advantage.
Job Duties and Accountabilities	**Campaigns and Behavior Change Communication:** • Design and implement state-wide behavior change communication (BCC) campaigns focused on source segregation, waste reduction, home composting, and anti-littering practices. • Develop and oversee production of IEC materials in multiple formats (print, AV, digital) tailored to Tamil Nadu's urban and rural populations. • Coordinate with local bodies, media agencies, and influencers for on-ground and digital outreach campaigns aligned with CTCL objectives. **Capacity Building and Training** • Design and develop training modules for Urban/Rural Local Bodies, field engineers, SHGs, sanitation & SWM

	workers, and informal sector groups.
	• Facilitate Training programs for decentralized rollout across districts and city clusters.
	• Collaborate with institutions and NGOs to integrate skill development and upskilling initiatives for ground workers and field staff.
	• Monitor training outcomes and maintain databases of participants and institutional partners.
	Community Engagement and Social Inclusion
	• Drive community-based models of waste management through active engagement initiatives
	• Facilitate formation and strengthening of ward-level waste committees, SHGs, and civic volunteer groups to promote local ownership.
	Event Management and Public Interface
	• Plan and coordinate state-wide events such as SWM drives, clean-up challenges, innovation contests, and other-related activities.
	• Manage logistics, stakeholder participation, media coverage, and impact tracking for all outreach events.
	Coordination and Stakeholder Engagement
	• Serve as a liaison between CTCL, Directorate of Urban Administration, Directorate of Rural Development, NGOs, private sector CSR partners, and multilateral agencies.
	• Maintain effective communication with all relevant Government of Tamil Nadu departments to ensure alignment of campaign efforts.
Main Skills:	• Ability to lead multi-disciplinary teams, manage timelines and deliverables, and coordinate with external vendors.
	• Ability to design and manage large-scale public awareness and behavior change campaigns, especially in SWM and urban/Rural development.
	• Strong writing and presentation skills for preparing reports, proposals, and campaign strategy briefs.
	• Expertise in developing training content and modules for ULB staff, sanitation & SWM workers, SHGs, and community leaders
	• Ability to supervise creation of IEC materials—visual, digital, and print—aligned with campaign objectives and audience profiles.
	• Knowledge of using digital tools and platforms (Facebook, X, Instagram, YouTube etc) for outreach, campaign tracking, and public feedback.
	• Organizing conferences, workshops, street plays, hackathons, school programs, and citizen engagement events.

Job Code - Position 5	
Team	Campaign, Capacity & Collaboration (C-Cube) – Capacity Development Unit
Designation Offered	Content Developer/Trainer
Approx. Consolidated Pay range/Month:	Upto 75,000 (Negotiable)
Education Qualification:	PhD/Post Graduation/ Graduation degree in related field from accredited institutions in India or abroad
Preferred Work Experience	• 3+ years of experience in content development for capacity building, IEC, or training programs, preferably in sanitation, SWM, public health, or urban governance. • Experience creating training content, manuals, presentations, explainer modules, and e-learning materials for a diverse audience (ULBs/RLBs, SHGs, sanitation & SWM staff, etc.). • Exposure to grassroots-level communication needs, especially in Tamil Nadu's socio-cultural context. • Prior work experience with government departments, NGOs, or multilateral development agencies is desirable. • Fluency in Tamil and English with excellent writing, editing, and formatting skills.
Job Duties and Accountabilities	• Develop training materials, manuals, SOPs, FAQs, and handbooks for various CTCL programs in solid waste management (SWM). • Create visual content such as infographics, posters, slide decks, and flipbooks in Tamil and English. • Capacity Building by giving lectures/training to the on-ground staffs and officers • Assist in creating micro-learning modules, interactive learning activities, and storytelling formats for sanitation & SWM workers and field staff. • Translate complex SWM policy or technical material into simple, user-friendly training content. • Maintain a repository of training materials, session plans, and trainer guides for reference and scale-up. • Support development of e-learning modules, video explainers, and WhatsApp-based training content • Coordinate with the Campaign team, Media team, and Policy Cell to ensure training content aligns with ongoing messaging. • Prepare monthly content development reports, material inventories, and contribution logs. • Document case studies, success stories, and innovations arising from capacity building programs.
Main Skills:	• Strong writing, visual and oratory communication skills. • Understanding of adult learning principles, especially in public service delivery and waste management. • Proficiency in tools like PowerPoint, Canva, Adobe Suite, or video editing software for content creation. • Proficiency in Tamil and English for content translation and localization. • Ability to collaborate with trainers, domain experts, and graphic designers to co-develop content.

Job Code - Position 6	
Team	**Campaign, Capacity & Collaboration (C-Cube) – Collaboration Unit**
Designation Offered	**Research, Publications & Partnerships Lead**
Approx. Consolidated Pay range/Month:	**Upto 1,40,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in related field from accredited institutions in India or abroad
Preferred Work Experience	• 5+ years of experience in policy research, knowledge management, and institutional partnerships, preferably in urban governance, sanitation, SWM or public health sectors. • Demonstrated track record in leading publications, research reports, policy briefs, and white papers for public programs or mission-based initiatives. • Proven experience working with academic institutions, think tanks, multilateral agencies, or CSR foundations. • Prior collaboration with Government of Tamil Nadu or other state-level programs is highly desirable. • Strong documentation, writing, and editorial skills in English; proficiency in Tamil is a plus.
Job Duties and Accountabilities	**Partnerships, Institutional Collaboration & Business Development** • Lead CTCL's partnership strategy, cultivating relationships with academic institutions (IITs, NITs, Anna University), NGOs, CSR foundations, donor agencies, and multilaterals (ADB, World Bank, JICA, etc.). • Design and operationalize MoUs, joint research programs, knowledge-sharing initiatives, and co-branded events. • Identify opportunities for external funding, technical cooperation, or co-investment from CSR partners, international development agencies, and research donors. • Support proposal writing, donor communications, and grant submissions, in collaboration with CTCL verticals and leadership. • Coordinate with CTCL's Policy Cell, Capacity Building Unit, and WIMC to ensure research, outreach, and funding priorities are aligned. **Publications and Knowledge Management** • Oversee the development and publication of monthly bulletins, impact reports, knowledge products, and SWM success stories. • Ensure editorial quality, fact-checking, referencing, and formatting of all published materials. • Maintain a central repository of CTCL publications, reports, templates, and communication outputs for internal and external use. **Monitoring, Evaluation, and Reporting** • Track and report on partnership outcomes, research milestones, and knowledge dissemination indicators.

	• Develop frameworks for measuring impact of knowledge initiatives, including engagement reach and policy uptake. • Support external audits, reviews, and donor reports with research data and documentation. **Event Support and Public Representation** • Represent CTCL in conferences, academic panels, media interviews, and expert consultations. • Support C-Cube in organizing policy dialogues, workshops, and roundtables in collaboration with partners and government bodies. **Assistance in research on topics such as waste governance, citizen behavior, SWM infrastructure models, informal sector inclusion, and public service delivery.**
Main Skills:	• Expertise in qualitative and quantitative research, evidence synthesis, and analytical writing. • Proficiency in data analysis and visualization tools • Strong networking and relationship-building skills with academic, CSR, and multilateral institutions. • Knowledge of urban policy frameworks, SWM regulations, and circular economy concepts. • Capacity to oversee report production, design, and publication processes, including editorial quality checks. • Experience in designing and managing MoUs, CSR tie-ups, and knowledge partnerships. • Understanding of open data principles, research ethics, and policy communication for public dissemination.

Job Code - Position 7	
Team	**Waste Intelligence & Monitoring Cell (WIMC)**
Designation Offered	**Waste Intelligence & Monitoring Manager**
Approx. Consolidated Pay range/Month:	**Upto 1,70,000 (Negotiable)**
Education Qualification:	PhD/Post Graduation/ Graduation degree in related field from accredited institutions in India or abroad
Preferred Work Experience	• 7+ years of experience in in data analytics, GIS-based monitoring, MIS development, or urban governance data systems, including a **minimum of 3 years in a leading similar project.** • Experience in managing real-time data dashboards, field data integration, and performance tracking systems, especially in SWM or urban services. • Exposure to municipal operations, ULB performance monitoring, or working with governments/multilaterals on large-scale MIS and audit systems. • Preferred Experience in data quality assurance, mobile-based reporting tools, and geospatial systems for urban infrastructure or sanitation or SWM or WASH programs. • Prior collaboration with Government of Tamil Nadu departments, local bodies, or familiarity with Tamil language/local reporting systems is a plus.
Job Duties and Accountabilities	**Monitoring System Design & Management** • Lead the development and management of real-time SWM monitoring dashboards for all ULBs/RLBs across Tamil Nadu. • Define and implement KPIs and performance metrics aligned with Swachh Bharat Mission (SBM-U 2.0), CTCL etc. • Oversee the design, deployment, and maintenance of mobile apps and data collection systems for field-level reporting. **GIS & Spatial Intelligence** • Integrate geospatial layers and survey data (e.g., MRF locations, waste bins, dump yards) into CTCL's GIS-based planning tools. • Collaborate with BISAG-N, NIC, or remote sensing teams for data mapping, spatial analytics, and visual intelligence generation. **MIS, Field Data & Dashboard Oversight** • Supervise the team managing ULB data uploads, daily operations dashboards, and MIS audit protocols. • Ensure timely, accurate, and standardized reporting from all ULBs/RLBs and field partners. • Set up protocols for data validation, error flagging, and compliance follow-ups. **Helpdesk & Issue Resolution** • Oversee centralized helpdesk or ticketing system to assist ULBs/RLBs in addressing operational issues. • Track and resolve field escalations related to waste collection, facility downtime, manpower shortages, etc.

	Collaboration & Capacity Building • Work closely with CTCL's Capacity Development and Operations teams to enable data-informed decision-making. • Coordinate with Government of Tamil Nadu departments, DMA, NIC, and private tech partners on data convergence and interoperability. • Support training of field staff, ULB operators, and dashboard users on MIS protocols and performance tools. **Impact Assessment & Reporting** • Lead preparation of monthly and quarterly monitoring reports, ULB scorecards, and state-level progress summaries. • Support internal reviews, Swachh Survekshan data validation, and external audits using monitoring insights. • Document best practices, dashboard innovations, and model ULB performance stories.
Main Skills:	• Strong proficiency in data visualization tools (e.g., Power BI, Tableau, Google Data Studio). • Expertise in GIS platforms (e.g., QGIS, ArcGIS) for spatial analysis and infrastructure mapping. • Knowledge of real-time monitoring systems, mobile app integration, and reporting workflows. • Familiarity with data models, cleaning, standardization, and impact measurement frameworks. • Experience in setting up MIS dashboards and managing helpdesks, ticketing systems, and data pipelines. • Team leadership skills for managing field operators, dashboard analysts, and tech developers. • Strong documentation, presentation, and stakeholder communication skills.

Job Code - Position 8	
Team	**Resource Recovery Cell (RRC)**
Designation Offered	**Resource Recovery Cell Manager**
Approx. Consolidated Pay range/Month:	**Upto 1,80,000 (Negotiable)**
Education Qualification:	Postgraduate/Graduate degree in Environmental Engineering, Civil Engineering, Urban/Infrastructure Management, Waste Management, or related disciplines from reputed institutions in India or abroad. Desirable: Certification or experience in circular economy, sustainable infrastructure, public infrastructure management or operational management
Preferred Work Experience	• 10+ years of experience in leading solid waste management (SWM) projects. • Experience in strategic planning and facility management for plant operations of 50 TPD or more, including fleet and logistics management. • Proven track record in managing multidisciplinary teams working on project implementation, DPR preparation, feasibility analysis, and audits. • Leading the operations of MRFs, FSTPs, compost plants, and other waste treatment and processing infrastructures. • Experience in Business development & Strategic Planning of organization • Experience working with Urban/Rural Local Bodies, State Urban/Rural Departments, consultants, and waste management contractors. • Familiarity with SBM-U 2.0, CPHEEO guidelines, and Tamil Nadu SWM policies. • Prior experience coordinating with agencies like GCC, TNPCB, DMA or any ULBs/RLBs and state-level directorates is highly desirable.
Job Duties and Accountabilities	**Leadership & Strategy** • Lead the Resource Recovery Cell (RRC) and oversee all strategic, technical, and operational activities related to waste processing and infrastructure planning. • Supervise the work of consultants responsible for Project Management, DPR development, and Audit & Studies, ensuring alignment with CTCL objectives and state priorities. • Develop and update the state-wide infrastructure roadmap for MRFs, compost plants, and waste treatment facilities in consultation with relevant stakeholders. • Drive circular economy strategies by promoting upcycling models, market linkages for recyclables, and recovery-focused systems. • Operational management, staff planning, fleet and logistics management for efficient waste processing, and procurement of technology. **Technical Oversight** • Review and validate DPRs and feasibility reports for technical accuracy, policy alignment, and financial viability. • Monitor the execution of SWM infrastructure projects and

	provide guidance to Project Management Consultants to ensure timely delivery. • Ensure the design and implementation of waste recovery systems adhere to national guidelines, environmental standards, and local requirements. • Coordinate the standardization of BoQs, costing frameworks, and layout templates for reuse across projects. • Financial Strategies, recovery plans and revenue models for ULBs/RLBs **Audit & Evaluation** • Oversee the design and delivery of field-level audits and evaluation studies conducted by audit consultants. • Review findings from waste characterization studies and facility assessments to improve infrastructure performance and planning. • Use field data and audit insights to inform policy recommendations and infrastructure improvement plans. **Multi Stakeholders & Inter-Agency Coordination** • Serve as the primary liaison for CTCL with ULBs/RLBs, GCC, TNPCB, DMA, technical partners, and government departments on all infrastructure-related initiatives. • Stakeholder coordination & management with various private and govt agencies • Ensure inter-departmental convergence, stakeholder alignment, and smooth execution of multi-jurisdictional projects. • Support grant management, proposal submissions, and technical documentation needed for funding or approvals. **Documentation & Reporting** • Compile and present monthly progress reports, infrastructure scorecards, and project pipelines to CTCL leadership. • Document best practices, lessons learned, and innovations from infrastructure projects for internal learning and external sharing.
Main Skills:	• Strong technical expertise in solid waste infrastructure systems, including planning, design, and operational evaluation • Facility management, operational management, and fleet & logistics management. • Experience in team management, supervising multi-role consultant teams (Project Managers, DPR experts, auditors) • Excellent understanding of government processes, SBM-U 2.0 standards, and SWM regulatory landscape • Skilled in project tracking tools, budgeting, and cross-functional coordination • Effective communication, negotiation, and stakeholder engagement capabilities • Proficiency in technical reporting, presentations, and development of infrastructure knowledge materials

Job Code - Position 9	
Team	**Resource Recovery Cell (RRC)**
Designation Offered	**Project Manager Lead (SWM Projects)**
Approx. Consolidated Pay range/Month:	**Upto 1,40,000 (Negotiable)**
Education Qualification:	Graduate/Postgraduate degree in Engineering, Urban/Infrastructure Management, Environmental Studies, or Project Management or related field from accredited institutions in India or abroad. Desirable: Certification or experience in circular economy, sustainable infrastructure, public infrastructure management or operational management.
Preferred Work Experience	• 7+ years of experience in project implementation related to solid waste management, urban services, or municipal infrastructure. • Experience in operations management, quality control, technology procurement, and project management of SWM-related facilities. • Proven track record of coordinating with Urban/Rural Local Bodies, parastatal agencies, and executing agencies for ground-level project rollout. • Experience in monitoring operations of waste treatment facilities (e.g., MRFs, compost plants, FSTPs etc) and resolving site-level challenges. • Prior involvement in project reporting, stakeholder coordination, site visits, and vendor management for public sector or CSR-funded initiatives. • Familiarity with GCC (Greater Chennai Corporation) or Tamil Nadu ULBs/RLBs will be considered a strong advantage
Job Duties and Accountabilities	• Ground-Level Project Coordination – Lead field coordination for SWM infrastructure projects across Tamil Nadu, with a focus on Chennai and high-priority ULBs/RLBs. • Stakeholder Liaison – Act as the interface between CTCL, GCC, other ULBs/RLBs, private operators, and consultants to ensure timely project execution. • Site Monitoring – Conduct regular site visits to MRFs, compost units, and treatment plants; prepare field inspection reports and compliance checklists. • Issue Resolution – Identify and escalate implementation bottlenecks, workforce shortages, or technical issues to the core CTCL team. • Reporting for crisis management to ensure effective operations. • Project Documentation – Maintain project trackers, progress updates, photographs, and daily/weekly/monthly reports. • Operational Support – Assist in SOP implementation, infrastructure layout supervision, and logistical planning at the ULB level. • Staff management and Assistance in Audit • MIS & Data Reporting – Support entry of field data into MIS platforms and ensure accuracy of real-time dashboards.
Main Skills:	• Strong skills in project coordination, execution planning, and

	field troubleshooting
	• Good understanding of SWM infrastructure operations and ULB administrative structures
	• Proficiency in Microsoft Excel, Google Sheets, and reporting templates
	• Excellent written and verbal communication skills, especially in Tamil and English
	• Capable of independent travel, multitasking, and field-based engagement with ground teams, contractors, and government engineers
	• Ability to work in tight timelines and handle dynamic implementation environments.

Job Code - Position 10	
Team	**Resource Recovery Cell (RRC)**
Designation Offered	**Project Manager – Detailed Project Reports (DPRs)**
Approx. Consolidated Pay range/Month:	**Upto 1,00,000 (Negotiable)**
Education Qualification:	Graduate/Postgraduate degree in Environmental Engineering, Civil Engineering, Urban Planning, Infrastructure Management, or related fields from accredited institutions in India or abroad. Desirable: Certification or coursework in solid waste engineering, infrastructure feasibility, or public sector project preparation.
Preferred Work Experience	• 5+ years of experience in n preparing Detailed Project Reports (DPRs), Feasibility Studies, Techno-Economic Analyses, and concept notes for solid waste infrastructure projects. • Proven expertise in designing or contributing to projects involving Material Recovery Facilities (MRFs), composting units, landfills, FSTPs, and WtE plants. • Familiarity with MoHUA/SBM guidelines, CPHEEO manuals, EPC tender preparation, and ULB-level infrastructure workflows. • Experience working with ULBs/RLBs, consultants, NGOs, or donor agencies on project design, funding proposals, and implementation planning. • Preference for candidates with prior work in Tamil Nadu or knowledge of local regulatory and land norms.
Job Duties and Accountabilities	• DPR Preparation & Vetting – Prepare, review, and refine DPRs for SWM infrastructure across Tamil Nadu, including costing, phasing, and technical layouts. • Feasibility & Techno-Economic Analysis – Conduct or support technical feasibility studies, demand assessments, and cost-benefit analyses for new/existing infrastructure. • Site Assessment & Layout Design – Conduct field assessments, land suitability checks, and prepare infrastructure layout concepts in consultation with ULBs/RLBs. • Standards Compliance – Ensure all DPRs and technical documents adhere to SBM-U 2.0 guidelines, CPHEEO norms, and Tamil Nadu SWM policies. • Coordination with ULBs/RLBs – Work closely with ULBs/RLBs, CTCL engineers, and local consultants to gather inputs and finalize project proposals. • Assistance in Project management and Audit • BOQ & Cost Estimation – Prepare item-wise cost estimates, Bill of Quantities (BoQ), and project phasing plans. • Stakeholder Support – Assist in responding to queries from DMA, TNPCB, or external appraising agencies for approval of projects. • Documentation & Reporting – Develop supporting documents such as project summaries, design justifications, presentation decks, and execution schedules.
Main Skills:	• Expertise in SWM infrastructure design, costing, and documentation

	• Proficient in tools like AutoCAD, MS Project, Excel, and layout mapping software • Understanding of ULB-level planning cycles, statutory clearances, and DPR submission protocols • Strong writing and formatting skills for technical reports, proposals, and compliance documents • Ability to coordinate with multiple stakeholders, synthesize technical inputs, and deliver quality outputs on deadlines • Comfortable working on field visits, land assessments, and infrastructure scoping in both urban and semi-urban locations.

Job Code - Position 11	
Team	**Resource Recovery Cell (RRC)**
Designation Offered	**Project Manager – Audit & Study**
Approx. Consolidated Pay range/Month:	**Upto 75,000 (Negotiable)**
Education Qualification:	Postgraduate/Graduate degree in Environmental Science, Environmental Engineering, Urban Studies, Planning, or a related discipline from accredited institutions in India or abroad. Desirable: Certifications in monitoring & evaluation (M&E), waste audit methods, or urban governance studies.)
Preferred Work Experience	• 3+ years of experience in conducting field-based audits, performance assessments, and evaluation studies in solid waste management (SWM) or related sectors. • Hands-on experience with SWM audit protocols including waste composition analysis, facility compliance checks, and service-level benchmarking (SLB). • Familiarity with Swachh Bharat Mission (SBM-U 2.0) monitoring indicators, ULB service delivery frameworks, and baseline & endline study methodologies. • Experience working with government agencies, donor partners, NGOs, or Urban/Rural local bodies in data collection, evaluation, and analysis. • Prior field engagement in Tamil Nadu and fluency in Tamil will be an added advantage.
Job Duties and Accountabilities	• SWM Audit Planning & Execution – Conduct physical audits of MRFs, landfills, composting units, and collection systems, as per CTCL protocols. • Service Delivery Assessment – Evaluate ULB-level waste service efficiency, infrastructure readiness, workforce deployment, and citizen satisfaction. • Waste Characterization Studies – Lead or supervise waste composition and quantification studies in line with CPHEEO/SBM standards. • Documentation of Field Observations – Prepare field reports, audit scorecards, checklists, and compliance summaries. • Impact & Outcome Studies – Carry out baseline, midline, and endline assessments of SWM interventions across selected ULBs/RLBs. • Stakeholder Consultations – Conduct FGDs, KIIs, and interviews with ULB staff, sanitation workers, NGOs, and community members. • Data Compilation & Analysis – Analyze both qualitative and quantitative audit data using Excel, SPSS, or other basic analytical tools. • Support for Rankings & Swachh Survekshan – Assist ULBs/RLBs in preparing for Swachh Survekshan assessments, field validation, and documentation. • Knowledge Outputs – Prepare case studies, audit summaries, learning notes, and contribute to internal dashboards or presentations. • Coordination with MIS Team – Collaborate with the Waste Intelligence & Monitoring Cell (WIMC) for validation of field

	data.
Main Skills:	• Strong knowledge of SWM audit protocols, field data collection, and compliance checks
	• Excellent skills in report writing, documentation, and presentation of findings
	• Comfortable with travel across districts, conducting physical inspections and on-ground assessments
	• Proficiency in Microsoft Excel, data analysis, GPS/mapping apps, and digital field tools
	• Ability to work independently while coordinating closely with ULBs/RLBs, CTCL staff, and external evaluators
	• Strong interpersonal skills to conduct interviews, field consultations, and deliver honest, actionable insights.

APPLICATION PROCESS:
- Aspiring candidates may apply online using the **link provided below or submit a hard copy of the application (as per the format in Annexure 1)** to the postal address mentioned below.
- Kindly provide two reference details along with contact numbers from your previous employers in the application form, **as per Annexure 1, Point 15.**
- Applications submitted through any other mode will not be considered.
- There is no registration or application fee.

Link To Apply: https://forms.gle/iVzFQDa1eusip4rP8

Postal Address to Send Application:
Managing Director
Clean Tamil Nadu Company Limited
Thooimai Mission, Government of Tamil Nadu
4th floor, Urban Administration Office,
75, MRC Nagar, Raja Annamalai Puram,
Chennai, Tamil Nadu 600028

RECRUITMENT PROCESS:
- Recruitment will be based on individual assessments and/or interviews conducted in English in Chennai.
- The final candidate selection will be determined by the overall assessment and personal interview.
- The interview format will be communicated to candidates **via email**.

GENERAL INFORMATION:
- The position is offered on a one-year contract, which may be extended up to three years based on CTCL's discretion and annual performance evaluations.
- Kindly note that the remuneration within the specified range may vary based on relevant years of experience, job-specific requirements, and the candidate's last drawn salary.
- Interviews and assessments will be conducted in English and will take place in Chennai, as decided by CTCL.
- Candidates must present all original, valid certificates and documents during the interview. Failure to do so will lead to disqualification.
- CTCL is not responsible for receiving/collecting any certificate/remittance/document sent separately.
- Certificate of Physical Fitness: Candidates selected for appointment will need to produce a certificate of physical fitness from a Medical Officer of a rank specified by CTCL.
- Candidates must provide accurate information regarding any arrest, convictions, debarment, disqualification by a recruiting agency, criminal or disciplinary proceedings, participation in agitation or any political organization, and candidacy in elections for parliament, state legislature, or local bodies. Original documents proving the suitability for government appointment in such cases must be produced at the time of certificate verification/interview.
- Any application found to contain false information regarding qualifications, age, category, or eligibility will be rejected.
- Words of masculine gender in these instructions should be interpreted to include all genders, where appropriate.

LIST OF ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE):
- Printout of the valid interview call letter and application form as per Annexure 1.
- Proof of date of birth (Birth Certificate issued by competent municipal authorities or SSLC/X std. with DOB).
- Photo identity proof (with a clear photo of the candidate) issued by competent authorities, such as Aadhar Card, Passport, Electors Photo ID Card, PAN Card, or Driving License. No other ID cards will be accepted.
- Mark-sheets & certificates for 10th Std/12th Std/HSC/Graduation or qualifying degree examination, etc.
- Experience certificates.
- Any other relevant documents supporting eligibility or evidence of past work (write-ups, proposals, etc.).

Note: *Non-submission of requisite certificates/documents at the interview will debar the candidate from further participation in the recruitment process. Issuance of the offer of appointment lies solely at the discretion of CTCL and its decision will be final and binding.*

IDENTITY VERIFICATION:
- The candidate's identity will be verified based on the details provided in the call letter, attendance sheet, and supporting documents submitted.
- If there is any doubt regarding the candidate's identity, they may be barred from appearing for the interview. Candidates who have changed their name must produce original supporting documents, such as a Gazette notification, marriage certificate, or an affidavit.
- The name mentioned on the call letter (as entered during registration) must exactly match the name on the candidate's valid photo identity proof. Female candidates who have changed their name after marriage must ensure consistency across documents. Any discrepancy between the name on the call letter and the identity proof may lead to disqualification.

OTHER IMPORTANT INSTRUCTIONS:
- Candidates are advised to carefully read this notification and ensure they meet all the eligibility criteria and other requirements before applying. They must strictly follow the instructions provided.
- Admission to the interview, or any subsequent stage is purely provisional. The issuance of call letters or provisional selection does not confirm the candidate's eligibility. CTCL reserves the right to cancel any application at any stage if the eligibility criteria are not met or if any false or misleading information is found.
- The decision of CTCL on all matters related to eligibility, selection process, document verification, and related procedures will be final and binding. No correspondence or personal appeals will be entertained.
- Any legal dispute related to this notification or the recruitment process shall fall under the jurisdiction of the Courts located in Chennai.
- Canvassing or creating undue influence will result in disqualification.
- No request for changes to address or details in the submitted application will be entertained.

- The signature provided on the call letter, attendance sheet, and all official communication with CTCL must be consistent and identical.
- A recent, clearly recognizable photograph must be uploaded during the online application process and retained for use throughout the recruitment stages. Failure to produce the same photograph, or any doubt regarding identity, may result in disqualification.
- Candidates must attend the interview at their own cost.
- Final appointment is subject to meeting medical fitness standards and fulfilling all other requirements as per CTCL's service and conduct rules.
- CTCL reserves the right to revise or modify any aspect of the recruitment process, including interview schedules, selection criteria, and provisional allotments.
- All communication will be sent only to the primary email address provided in the application. Candidates must ensure that their contact details are accurate and active.
- Strict disciplinary action will be taken against candidates found guilty of misconduct or using unfair means during any stage of the process.
- CTCL will not be held responsible for missed communications due to changes in mobile number, technical issues, or any other circumstances beyond its control. Candidates are advised to regularly check the official website for updates until the recruitment process concludes.
- CTCL reserves the right to revise the designation or pay scale based on the candidate's qualifications, experience, and skill set.

ANNOUNCEMENTS:
- All further announcements/details pertaining to this process will only be published on the authorized website https://thooimaimission.com.
- The post, job description, and number of vacancies are subject to change based on organizational needs. Candidates are advised to visit the website for current vacancies and positions.

Date: 16.07.2025
Place: Chennai – 600028

Managing Director
Clean Tamil Nadu Company Ltd,
(Thooimai Mission),
Government of Tamil Nadu

ANNEXURE 1 - APPLICATION FORMAT (CTCL)

	Affix recent passport size photograph

I. APPLICATION DETAILS

1.	POSITION APPLIED FOR INCLUDING JOB CODE	:	
2.	EXPECTED REMUNERATION	:	*(Mention expected consolidated monthly remuneration in Indian Rupees)*
3.	CURRENTLY EMPLOYED	:	*Indicate Yes/ No* ___
4.	NOTICE PERIOD FOR JOINING	:	*(Mention notice period in months)*

II. APPLICANT DETAILS

1.	NAME OF THE APPLICANT	:	
2.	FATHER/ HUSBAND'S NAME	:	
3.	DATE OF BIRTH	:	*MM/DD/YYYY*
4.	NATIONALITY	:	
5.	GENDER	:	
6.	PAN NO	:	
7.	PERMANENT ADDRESS	:	*(Mention Full address with State & Pin code)*
8.	PRESENT ADDRESS	:	*(Mention Full address with State & Pin code)*
9.	TELEPHONE NO	:	*(Mention Residence Number with STD Code)*
10.	MOBILE NO	:	
11.	EDUCATIONAL QUALIFICATIO NS	:	

Board /University/ Institution	Course/ Specialization	Month & Year		% Marks obtained / CGPA
		From	To	

(Mention in the order of recency)

12.	MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS	:	
13.	OTHER TRAINING	:	
14.	COUNTRIES OF WORK EXPERIENCE	:	
15.	Details of Two References from your previous employers	:	Name: Designation & Company: Contact No: Email Address: Name: Designation & Company: Contact No: Email Address:
16.	LANGUAGES KNOWN	:	<table><tr><td>Language</td><td>Speaking</td><td>Reading</td><td>Writing</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>

III. EMPLOYMENT RECORD (in the order of recency)

Name of Employer	Designation*	Period of Service		Length of relevant service as on 30.06.25	
		From	To	Years	Months
Total Experience (In Years and Months)				Years	Months
Total Experience in the relevant area (as per Advertisement in Years and Months)				Years	Months

Please provide separately description of activities performed for each of the previous employment mentioning roles & responsibilities, achievements, highlights etc.