

Tamil Nadu Urban Infrastructure Financial Services Limited

TNUIFSL Towers, Block H1, 3rd Avenue, Anna Nagar East, Chennai 600 102.

Phone: 044-24643104 Website: www.tnuifsl.com

TNUIFSL/HRD/REC/AM & Officers/2025-26/03

12.08.2025

Sub: Recruitment for the post of Assistant Managers / Officers

1. Profile of the Organisation:

Tamil Nadu Urban Infrastructure Financial Services Limited (TNUIFSL) is a Public Limited Company promoted by Government of Tamil Nadu and is functioning under the administrative control of Municipal Administration & Water Supply Department, Government of Tamil Nadu.

TNUIFSL manages various funds such as Tamil Nadu Urban Development Fund (TNUDF), Water and Sanitation Pooled Fund (WSPF) and other Government Grant Funds. The main tasks of the company include project development, project appraisal, project structuring, resource mobilization and fund management.

2. Requirement:

TNUIFSL would like to recruit candidates in the cadre of Assistant Managers / Officers. The qualification and other criteria prescribed for the posts are furnished below:

(i). Assistant Manager (HR & Admin):

- a. **Qualifications:** Bachelor's Degree (preferably in Commerce / Business Administration) with MBA – (HR) on regular stream.
- b. **Experience:** Having not less than 2 years of post-qualification experience of one year in Human Resource / Administration Department of reputed organization.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 35 years as on date of 01.09.2025.
- e. **Email ID:** amhr.2025.hr.tnuifsl@gmail.com,

(ii). Assistant Manager (Social Safeguards):

- a. **Qualifications:** A Postgraduate in Sociology / Social Work / Development Studies.
- b. **Experience:** Having not less than 3 years of experience with post-qualification experience in preparation of Social Impact Assessment & Social Management Plan / Resettlement Action Plan.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 35 years as on date of 01.09.2025.
- e. **Email ID:** amsocial.2025.hr.tnuifsl@gmail.com,

(iii). Assistant Manager (For Environment, Health and Safety):

- a. **Qualifications:** Bachelor's degree in Civil / Structural / Environmental Engineering with Post Graduate Degree in Environmental Engineering / Public Health Engineering / Environmental Sciences / Environmental Management.

- b. **Experience:** Having Not less than 2 years with post qualification experience in Environmental Screening & Appraisal of projects, preparation of Environmental Impact Assessment reports, review & monitoring of compliances with Environmental, Health & Safety, Environmental Management Plan and requirements through Notifications by Regulatory Authorities.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 35 years as on date of 01.09.2025.
- e. **Email ID:** amenvior.2025.hr.tnuifsl@gmail.com,

(iv). Assistant Manager (For financial appraisal and monitoring of projects):

- a. **Qualifications:** Bachelor's degree in engineering (preferably Civil) with MBA (Finance) on regular stream.
- b. **Experience:** Having not less than 3 years with post-qualification experience in project appraisal, consultancy, project development and construction management.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 35 years as on date of 01.09.2025.
- e. **Email ID:** amfin.2025.hr.tnuifsl@gmail.com,

(v). Assistant Manager (Procurement):

- a. **Qualifications:** B.E., (Civil) preferably with MBA (Finance) or MBA (Finance) on regular stream.
- b. **Experience:** Having not less than 2 years, with post-qualification experience, well versed in World Bank / JICA / ADB / KfW procurement guidelines / regulations and Tamil Nadu Transparency in Tenders Act procurement guidelines.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 35 years as on date of 01.09.2025.
- e. **Email ID:** amprocur.2025.hr.tnuifsl@gmail.com,

(vi). Officers – Accounts:

- a. **Qualifications:** Bachelor's Degree (preferably in Commerce) with CMA (Inter) / CA (Inter).
- b. **Experience:** Having not less than 2 years' experience with post-qualification experience of one year in handling Finance and Accounts, Audit, Taxation (Income Tax & GST), Project financial management and compliances. The candidate must have adequate working knowledge in MS Office & Tally.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 30 years as on date of 01.09.2025.
- e. **Email ID:** officeraccts2025.hr.tnuifsl@gmail.com

(vii). Officers – Project Division (For handling the Statement of Expenditure and MIS):

- a. **Qualifications:** Bachelor's Degree in Commerce preferably with MBA (Finance).
- b. **Experience:** Having less than 2 years with post-qualification experience in dealing with preparation of project financial statements, invoicing, bills receivables, bills payables, vouchers, etc.
- c. **Salary:** Remuneration commensurate with experience.
- d. **Age:** Not more than 30 years as on date of 01.09.2025.
- e. **Email ID:** officermis2025.hr.tnuifsl@gmail.com

3. (i). Place of work: Chennai

- (ii). Application format can be sourced from www.tnuifsl.com.
- (iii). Last date for receipt of application is up to 5:00 pm on or before **10.09.2025**.
- (iv). Separate application should be submitted for each post.

Please note that the completed application, along with copies of documents for educational qualifications, experience and age, can be sent to Tamil Nadu Urban Infrastructure Financial Services Limited, TNUIFSL Towers, Block H1, 3rd Avenue, Anna Nagar East, Chennai 600102, either directly or through mail to the specific email ID for each post up to 5:00 pm on or before **10.09.2025**.

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Format for Application for the post of Assistant Manager / Officer

1. Name				Photo
2. Father's/Husband's name				
3. Date of Birth and Age (photocopy of certificate to be enclosed)				
4. Address for Communication E mail Mobile No.				
5. Educational Qualifications: (photocopies of certificates to be enclosed)				
Degree/Diploma	Regular / part time / correspondence	Year of Passing	Grade (%)	Name of University
6. Computer proficiency				
7. ACA / ACMA / ACS (Membership):	No.	Date of enrolment:		
8. Experience & Employment Details: (photocopies of certificates to be enclosed)				
i.	Total experience:			
ii.	Details of experience:			
	Employer's Name & Address	Designation	Period of service	
			From	To
iii.	Areas of experience			
iv.	Salary drawn (latest)			
9	Languages known :	Read	Write	Speak
10.	Time required to join			
11.	Any other information of the candidate relevant to the post			
12	Expected Salary			
	Declaration: I hereby declare that all the foregoing information given by me is true and correct. I shall furnish any other relevant information as and when required by the management			
	Place	Signature		
	Date	Name		