

RECRUITMENT NOTIFICATION

DISTRICT CLIMATE CHANGE MISSION – THANJAVUR DISTRICT

ENGAGEMENT OF TECHNICAL ASSISTANT – 01 POST (On Contract Basis)

Applications are invited from eligible candidates for engagement of **one Technical Assistant** on contract basis under the **District Climate Change Mission, Thanjavur District**, under the Department of Environment, Climate Change and Forests, Government of Tamil Nadu.

1. POST DETAILS

- **Post:** Technical Assistant – 01 Post
- **Nature of Engagement:** Contract Basis
- **Consolidated Remuneration:** ₹22,000/- per month
- **Period of Engagement:** 19 months, as per Government sanction
- **Travel:** Travel Head is provided for official travel connected with Department of Environment and Climate Change / District Climate Change Mission activities, as per applicable Government norms.
- **Place of Work:** District Collectorate, Thanjavur

2. EDUCATIONAL QUALIFICATION

Candidates should possess an **Undergraduate Degree** in any one of the following:

- Life Sciences
- Environmental Sciences
- Ecology
- Forestry
- Wildlife
- Public Policy
- Similar / allied fields

Candidates should also possess **basic typing skills in both Tamil and English**.

3. EXPERIENCE AND SKILLS

- Minimum 1 year relevant work experience will be given priority.
- Relevant experience, particularly in a Government Department / Government Office, will be preferred.
- Experience in Data Entry / Data Management.

- Experience in official file maintenance, record keeping and documentation.
- Working knowledge of MS Word, MS Excel and MS PowerPoint.
- Ability to prepare official reports, letters, statements and PowerPoint presentations.
- Ability in data compilation, tabulation and office documentation.
- Good communication and coordination skills.
- Ability to coordinate with Government Departments and relevant stakeholders.

4. ELIGIBILITY CONDITIONS

- The candidate must be a **resident of Thanjavur District**.
- The candidate should **not have exceeded 40 years of age** as on the date of application.

5. KEY RESPONSIBILITIES

The selected candidate will be responsible for:

1. Coordinating the activities of the District Climate Change Mission with Government Departments and relevant stakeholders.
2. Assisting in the implementation and monitoring of climate change and environmental activities.
3. Assisting in capacity-building programmes, meetings, workshops, training and awareness programmes.
4. Collecting, compiling and maintaining climate change and environmental data.
5. Preparing reports, official correspondence, statements, presentations and other documentation.
6. Maintaining official files, records and District Climate Change Mission documents.
7. Documenting successful climate initiatives and district-level best practices.
8. Undertaking field visits and official travel connected with Mission activities.
9. Coordinating with Government Departments and stakeholders in connection with Mission activities.
10. Performing any other duties assigned by the **Mission Director/ District Climate Officer**.

6. SELECTION PROCESS

The selection process will consist of:

- Scrutiny of Applications
- In-person Interview

- Typing Test

A **waiting list of 2–3 candidates** may be maintained, as per the District Climate Change Mission guidelines.

7. HOW TO APPLY

Eligible and interested candidates shall submit their **updated Resume/CV**, along with details of educational qualifications and relevant work experience, through e-mail to:

E-mail: cmgfp.tnj@gmail.com

Subject:

Application for Technical Assistant – District Climate Change Mission, Thanjavur

Applications may also be submitted in physical form to:

**District Climate Change Mission,
District Collectorate, Thanjavur.**

LAST DATE FOR SUBMISSION OF APPLICATIONS: 21.10.2026

(Applications received after the last date will not be considered)

**District Climate Change Mission
District Collectorate, Thanjavur**