



(District Climate Change Mission - Tenkasi District)
(மாவட்ட காலநிலை மாற்ற இயக்கம் – தென்காசி மாவட்டம்)

RECRUITMENT FOR THE POST OF TECHNICAL ASSISTANT
தொழில்நுட்ப உதவியாளர் பணிக்கான ஆள்சேர்ப்பு

Applications are invited from eligible candidates for the selection of Technical Assistant purely on a contractual basis for the District Climate Change Mission (DCCM) in Tenkasi District, under the Department of Environment and Climate Change, Government of Tamil Nadu.

1. Details of the Post & Remuneration

Name of the Post	No. of Vacancies	Nature of Engagement	Monthly Consolidated Remuneration / Allowance
Technical Assistant	01	Contractual (Purely Temporary)	Rs.22,000/ month

The initial appointment will be till March 2027. The tenure will be extended till March 2028 upon receiving financial allotment for the Department.

2. Eligibility Criteria

- **Educational Qualification:** Must possess an Undergraduate Degree from a recognized University.
- **Technical Skills:** Basic Typewriting skills in both Tamil and English.
- **Work Experience:** Candidates possessing at least 1 year of relevant work experience will be given first priority.
- **Residential Requirement:** Candidate must be a resident of Tenkasi District.
- **Age Limit:** Must not exceed 40 years as of the date of application.
- Preference will be given to candidates with prior experience in a government department or office.
- Experience in data entry and data management.
- Experience in maintaining office files and registers, as well as documentation.
- Proficiency in MS Word, MS Excel, and MS PowerPoint.

- Ability to prepare government reports, correspondence, statistical data, and PowerPoint presentations.
- Experience in data compilation and office documentation tasks.
- Good communication and coordination skills.

3. Key Roles & Responsibilities

- Promote coordination and synergy among line departments for effective environmental protection and climate action.
- Act as a link between the Department of Environment & Climate Change (DoE&CC) at the State level and the DCCM at the District level.
- Coordinate DCCM activities, organize capacity-building programmes, and document successful climate initiatives.
- Conduct DCCM meetings once every two months and submit the Minutes of Meeting (MoM) to the Government through the Director, DoE&CC within 15 days.
- Review innovations, monitor existing schemes, and plan upcoming activities and stakeholder engagements during each meeting.
- Prepare comprehensive event reports, expenditure statements, utilization certificates, photographs, and videography for district workshops and submit them to the Director, DoE&CC.

4. Service Terms & Conditions

- **Nature of Engagement:** Purely contractual during the entire tenure. The candidate cannot claim permanent absorption or regular employment.
- **Office Space:** The Technical Assistant will be placed in the District Collectorate along with the Green Fellow.
- **Attendance:** Daily attendance register shall be maintained for the Technical Assistant.
- **Leave Policy:** Allowed to avail 1 day leave per month subject to prior permission from the District Nodal Officer. No other leave will be entertained.
- **Travel Policy:** Travel head shall be used solely for official travel and boarding within the State pertaining to DoE&CC activities. Travel bills will be reimbursed upon submission through the District Nodal Officer (under Government norms).
- **Notice Period / Termination:** A 1-month notice by the Technical Assistant is required for resignation/termination. The Chairperson, DCCM is entitled to relieve the candidate at any point during the notice period.

5. Selection Process

1. Scrutiny of applications based on eligibility criteria by the DCCM Committee.
2. In-person Interview and Typing Test (Tamil & English).
3. A waiting list of 2 to 3 persons will be maintained based on requirement.

6. How to Apply

Interested and eligible candidates residing in Tenkasi District can download the prescribed application form from the official district website: <https://tenkasi.nic.in>.

Completed applications along with resume/CV, self-attested copies of educational qualifications, proof of age, residence certificate (Aadhaar/Nativity), typewriting certificates, and work experience certificates should be submitted In Person (Speed Post) on or before 09.10.2026 by 5:00 PM. Applications received after the last date will not be considered.

Postal Address for Submission:

District Climate Change Mission (DCCM)
Office of the District Collector,
District Coll bectorate,
Railnagar,
Tenkasi District – 627811.

**District Collector/ Chairperson,
District Climate Change Mission
Tenkasi District**