

DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

TAMIL NADU CLIMATE CHANGE MISSION

NOTICE

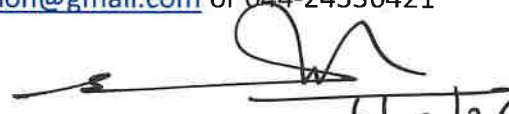
Date: 06.03.2024

Applications are invited for the following staff on purely temporary and contractual basis for the following posts.

**ELIGIBILITY FOR APPLYING**

| Sl. No | Name of the Post          | No of Vacancies | Qualification  | Consolidated Monthly Pay in Rs. |
|--------|---------------------------|-----------------|--|---------------------------------|
| 1      | Data Management Assistant | 2               | Any Degree with computer knowledge with typing both Tamil and English  | 25,000.00                       |
| 2      | Personal Assistant        | 1               | Any degree with Typist, preferable Stenographer  | 25,000.00                       |
| 3      | Driver                    | 1               | i) Must have passed VIII std from a school recognized by the Government of Tamil Nadu and must possess a valid driving license to drive vehicle, issued by a competent authority under the Motor Vehicle Act, 1988. Must have experience in driving for not less than two years.<br>ii) Must be working in the same category | 20,000.00                       |
| 4      | Office Assistant          | 2               | i) Must have passed VIII std from a school recognized by the Government of Tamil Nadu<br>ii) Preferable with 1 year of service/work experience across Central/State Government establishments  | 15,000.00                       |

1. Last date of receiving Application 21.03.2024 @ 04.00 PM by post or in person.  
(Format of Application Attached)
2. Short listed candidates will be called for interview through E-mail or Phone.
3. Further any queries, contact [tnclimatechangemission@gmail.com](mailto:tnclimatechangemission@gmail.com) or 044-24336421

  
Chief Mission Director  
Tamil Nadu Climate Change Mission /  
Director, Department of Environment and Climate Change

  
06/03/2024

**FORMAT OF APPLICATION FOR THE POST OF DATA MANAGEMENT ASSISTANT IN**

**TAMIL NADU CLIMATE CHANGE MISSION**

Photo

Please ensure that this form is fully filled. Incomplete Forms could lead disqualification of the Application

| Sl.No | Details  |  |
|-------|--|--|
| 1     | Name   |  |
| 2     | Gender   |  |
| 3     | Date of Birth  |  |
| 4     | Age (As on 01 January 2023)  |  |
| 5     | Mobile Number  |  |
| 6     | E Mail Address   |  |
| 7     | Current Residential Address  |  |
| 8     | Educational Qualification  |  |
| 9     | Technical Qualification  |  |
| 10    | Experience as on 01.03.2024  |  |
| 11    | Prior Experience in handling Government related projects/ operations, if any |  |

**Declaration**

I hereby declare that the information given by me in the Application is true, Complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I truly understand that the assignment is purely temporary & contractual and performance linked in nature and no permanency or re-employment on contractual basis can be claimed on the basis of this assignment.

Date:

Place:

(Signature of the Applicant)

**FORMAT OF APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN**

**TAMIL NADU CLIMATE CHANGE MISSION**

Photo

Please ensure that this form is fully filled. Incomplete Forms could lead disqualification of the Application

| Sl.No | Details  |  |
|-------|--|--|
| 1     | Name   |  |
| 2     | Gender   |  |
| 3     | Date of Birth  |  |
| 4     | Age (As on 01 January 2023)  |  |
| 5     | Mobile Number  |  |
| 6     | E Mail Address   |  |
| 7     | Current Residential Address  |  |
| 8     | Educational Qualification  |  |
| 9     | Technical Qualification  |  |
| 10    | Experience as on 01.03.2024  |  |
| 11    | Prior Experience in handling Government related projects/ operations, if any |  |

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Date:

Place:

(Signature of the Applicant)

**FORMAT OF APPLICATION FOR THE POST OF DRIVER IN**

**TAMIL NADU CLIMATE CHANGE MISSION**



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| <b>Sl.No</b> | <b>Details</b>              |  |
|--------------|-----------------------------|--|
| 1            | Name                        |  |
| 2            | Gender                      |  |
| 3            | Date of Birth               |  |
| 4            | Age (As on 01 January 2023) |  |
| 5            | Mobile Number               |  |
| 6            | E Mail Address              |  |
| 7            | Current Residential Address |  |
| 8            | Educational Qualification   |  |
| 9            | Experience as on 01.03.2024 |  |

**Declaration**

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Date:

Place:

(Signature of the Applicant)

**FORMAT OF APPLICATION FOR THE POST OF OFFICE ASSISTANT IN**

**TAMIL NADU CLIMATE CHANGE MISSION**

Photo

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| Sl.No | Details                     |  |
|-------|-----------------------------|--|
| 1     | Name                        |  |
| 2     | Gender                      |  |
| 3     | Date of Birth               |  |
| 4     | Age (As on 01 January 2023) |  |
| 5     | Mobile Number               |  |
| 6     | E Mail Address              |  |
| 7     | Current Residential Address |  |
| 8     | Educational Qualification   |  |
| 9     | Experience as on 01.03.2024 |  |

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Date:

Place:

(Signature of the Applicant)