

DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

TAMIL NADU CLIMATE CHANGE MISSION

NOTICE

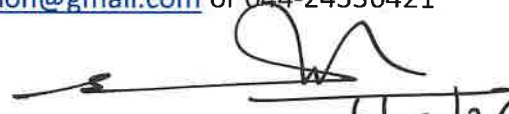
Date: 06.03.2024

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. 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 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 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	

Declaration

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Date:

Place:

(Signature of the Applicant)

FORMAT OF APPLICATION FOR THE POST OF DRIVER IN

TAMIL NADU CLIMATE CHANGE MISSION



Please ensure that this form is fully filled. Incomplete Forms could lead to 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	Experience as on 01.03.2024	

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 OFFICE 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	Experience as on 01.03.2024	

Declaration

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Date:

Place:

(Signature of the Applicant)