



DISTRICT CLIMATE CHANGE MISSION (DCCM), TIRUVALLUR

RECRUITMENT NOTIFICATION

Applications are invited from eligible candidates for engagement of **one Technical Assistant** on purely **contractual basis** for the **District Climate Change Mission (DCCM), Tiruvallur District**, as per the guidelines issued by the Department of Environment and Climate Change, Government of Tamil Nadu.

1. Position Details

- **Post:** Technical Assistant – 01 No.
- **Nature of Engagement:** Contract Basis
- **Consolidated Remuneration:** ₹22,000/- per month
- **Period of Engagement:** 19 months, as per Government sanction
- **Place of Work:** Tiruvallur District Collectorate
- **Travel:** Official travel connected with Department of Environment and Climate Change activities, as per applicable Government norms.

2. Educational Qualification

The candidate should possess an Undergraduate Degree in **Life Sciences, Environmental Sciences, Ecology, Forestry, Wildlife, Public Policy** or similar relevant disciplines from a recognised University/Institution.

The candidate should possess basic type writing skills in both Tamil and English.

3. Eligibility Conditions

- The Candidate should be a **Resident of Tiruvallur District**
- The candidate should not have completed 40 years of age as on 01.10.2026

4. Experience and Skills

- Candidates having at least one year of relevant work experience preferably in a Government Department / Government Office may be given first preference.
- Experience in Data Entry, compilation, tabulation, office documentation and Data Management.
- Experience in official file maintenance, record keeping and documentation.

- Ability to prepare official reports, letters, and PowerPoint presentations.
- Proficiency in MS Word, MS Excel and MS Powerpoint.

4. Key Responsibilities

- Coordination and synergy among line departments for environmental protection and climate action.
- Coordination and Documentation of DCCM activities and capacity-building programmes.
- Documentation of successful climate adaptation and mitigation initiatives.
- Acting as a link between the Department of Environment and Climate Change at State level and the DCCM at district level.
- Organising DCCM meetings once every two months and preparation/submission of Minutes of Meeting.
- Reviewing innovations and existing schemes relating to Environment and Climate Change.
- Planning upcoming activities and stakeholder engagements.
- Assisting in organising District Level Climate Resilient Capacity Building Workshops.
- Preparation and maintenance of files, reports, photographs, videography, expenditure statements and other documentation relating to DCCM Schemes and activities.
- Perform any other duties assigned in connection with the activities of the District Climate Change Mission.

These responsibilities are aligned with the Technical Assistant Role specified in DCCM Guidelines.

5. Selection Process

Eligible candidates will be shortlisted based on the prescribed eligibility criteria and will be called for In-Person Interview and Typing Test. A waiting list of 2–3 candidates will also be maintained as per the DCCM Guidelines.

6. Submission of Application

Eligible candidates may submit their application along with self-attested copies of Resume/CV, aadhaar, certificates relating to educational qualification, work experience (if any), typing qualification, and other relevant documents by,

E-mail: tvrdfo@gmail.com, cmgfp.tlr@gmail.com

Email Subject: Application for Technical Assistant, District Climate Change Mission, Tiruvallur

In Person To:

The District Forest Officer,
District Forest Office,
Tiruvallur Collector office Camps,
Tiruvallur-602 001.

7. Last Date

Last date for receipt of applications: **10.11.2026.**

8. General Conditions

1. The engagement is purely contractual and does not confer any right for regular appointment under the Government.
2. The selected candidate shall comply with the terms and conditions prescribed by the Department of Environment and Climate Change.
3. The selected candidate shall maintain regular attendance and perform duties assigned by the District Climate Change Mission.
4. No TA/DA shall be paid for attending the typing test/interview.
5. The District Administration reserves the right to shortlist candidates, modify the schedule or cancel the recruitment process, subject to the applicable Government guidelines.
6. Candidates shall provide a valid mobile number and e-mail ID for communication regarding the selection process.
7. The decision of the competent authority regarding selection shall be final.

District Climate Change Mission

District Collectorate,Tiruvallur.