RECRUITMENT NOTIFICATION

DISTRICT CLIMATE CHANGE MISSION – VILUPPURAM

Applications are invited from eligible candidates for engagement of:

TECHNICAL ASSISTANT – 01 POST

On Contract Basis

The **District Climate Change Mission, Viluppuram** invites applications from eligible candidates for engagement of **one Technical Assistant** on contractual basis under the District Climate Change Mission.

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: District Climate Change Mission, District Collectorate, Viluppuram
- Travel: Official travel connected with Department of Environment and Climate Change activities, as per applicable Government norms.

2. Educational Qualification

Candidates should possess an Undergraduate Degree in:

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

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

3. Experience & Skills

- Minimum 1 year of relevant work experience will be given priority.
- Candidates having minimum 1 year of relevant experience, preferably in a Government Department / Government Office, are preferred.
- Experience in Data Entry and Data Management.
- Experience in official file maintenance, record keeping and documentation.
- Proficiency in MS Word, MS Excel and MS PowerPoint.
- Ability to prepare official reports, letters, statements and PowerPoint presentations**.**
- Experience in data compilation, tabulation and office documentation**.**
- Good communication, coordination and organisational skills.
- Ability to coordinate with Government Departments and stakeholders.

The DCCM guidelines specifically provide priority to candidates having at least one year of work experience.

4. Eligibility Conditions

- The candidate must be a resident of Viluppuram District**.**
- The candidate should not have exceeded 40 years of age while applying for the post.

5. Key Responsibilities

1. Coordinate DCCM activities with Government Departments and stakeholders.
2. Assist in implementation and monitoring of climate change and environmental activities.
3. Organise and support capacity-building programmes.
4. Collect, compile and maintain climate and environmental data.
5. Prepare reports, official correspondence, statements, presentations and documentation.
6. Maintain official files, records and Mission-related documents.
7. Assist in conducting DCCM meetings, workshops, training and awareness programmes.
8. Document successful climate initiatives and district-level best practices.
9. Undertake field visits related to District Climate Change Mission activities.
10. Perform any other duties assigned by the Mission Director / District Climate Officer**.**

These responsibilities are aligned with the Technical Assistant role specified in the DCCM guidelines.

6. Selection Process

The selection process will include:

- Scrutiny of Applications
- Typing Test
- Technical Test
- In-person Interview

A waiting list of 2–3 candidates may be maintained as per the DCCM guidelines.

7. How to Apply

Interested and eligible candidates may fill the Application Form and send their updated Resume/CV along with educational qualification and experience details to: dccmvpm@gmail.com

The Applications may also be submitted at District Forest Office, Viluppuram on Government Working Days.

8. Last Date for Submission: 22 November 2026

District Forest Officer / District Climate Officer,
District Climate Change Mission,
Viluppuram.

District Collector / Mission Director,
District Climate Change Mission,
Viluppuram.

SUBMISSION OF THIS APPLICATION DOES NOT CONFER ANY RIGHT TO EMPLOYMENT OR APPOINTMENT TO THE POST OF TECHNICAL ASSISTANT.