



RECRUITMENT NOTIFICATION

DISTRICT CLIMATE CHANGE MISSION – COIMBATORE

Applications are invited from eligible candidates for engagement of:

TECHNICAL ASSISTANT – 01 POST

On Contract Basis

The **District Climate Change Mission, Coimbatore** 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: Coimbatore District Collectorate and District Forest Office, Coimbatore
- **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 1 years 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 Coimbatore 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
- Written exam
- In-person Interview
- Selected Candidate application sent to the Department of Environment and Climate Change.

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

7. How to Apply

Interested and eligible candidates may send their updated Resume/CV along with educational qualification and experience details to:

cmgfp.cbe@gmail.com

Email Subject:

Application for Technical Assistant – District Climate Change Mission, Coimbatore

Phone No: 9677322916

Applications may also be submitted District Collectorate, Coimbatore directly.

Last Date for Submission: 30 October 2026