



GOVERNMENT OF TAMILNADU,
DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE

9th Floor, MetroS, CMRL Building,
Nandanam, Chennai-600 035

Dated: 30-07-2025

Notification No. 01/2025

Subject: Advertisement for the engagement of Project Associates, Senior Accounts Officer & Personal Assistant in the Department of Environment & Climate Change, Government of Tamil Nadu on a contract basis – regarding.

1. Applications are invited for the engagement of Four (04) Project Associates, one (01) Senior Accounts Officer & One (01) Personal Assistant in the Department of Environment & Climate Change, Government of Tamil Nadu (herein referred as Department) on consolidated monthly remuneration.
2. The engagement of the said posts is of a **temporary (non-official) nature** and can be cancelled at any time by the Department without assigning any reason. The Department shall have the powers to terminate any or all the candidates at any time without assigning any reason(s). Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
3. **Eligibility:** The qualifications, experience, and remuneration of the posts are as under:

Name of the Post – No. of Posts	Qualifications and Experience	Consolidated monthly remuneration
Project Associate - 04	<u>Essential:</u> Graduation from any discipline <u>Desirable:</u>	Rs. 68,400/- (Rupees Sixty-Eight Thousand)

	1. Graduation in Environmental Science / Environment Management 2. Experience: Minimum 2 years in relevant Field of Environment / Sustainability 3. Must be having experience in documentation and drafting.	Four Hundred only)
Senior Accountants Officer - 01	<p><u>Essential:</u></p> 1. B. Com/ B.A. Commerce/Accountancy or equivalent. 2. Proficiency in Tally.	Rs. 68,400/- (Rupees Sixty-Eight Thousand Four Hundred only)
Personal Assistant- 01	<p><u>Essential:</u></p> 1. Any Degree with Type writing certificate from DTE.	Rs. 28500/- (Rupees Twenty-Eight Thousand Five Hundred only)
	<p><u>Desirable:</u></p> 1. M.Com or B. Com with 5 years of experience in Tally.	
	<p><u>Desirable:</u></p> 2. Stenography & Typewriting (Tamil & English Higher/Lower).	

- 4. Period of engagement:** a) The initial tenure of engagement for the successful candidates would be up for a period of one year (01) (subject to performance and the relevance of the professional to the subject concerned being highly useful). Continuation of the engagement beyond the specified will be considered based on an assessment of performance and contribution to the Department, with the approval of the Competent Authority.
- b) As the posts are temporary in nature and purely contractual, in no case any request for promotion shall be entertained.
- 5. Age Limit:** The maximum age limit for applicants shall be 40 years as on 01-08-2025.
- 6. Procedure:**
- a) The Department has laid down the Terms of Reference for engagement of the above-mentioned posts as given in Annexure- I, II & III.
- b) The Department will issue an advertisement for inviting applications for the above-mentioned posts in the Newspaper.
- c) All applications received in response to the vacancies advertised will be scrutinized and shortlisted as per requirement and in the light of these guidelines.

d) Only the Shortlisted candidates will be intimated for written examination/ Interview or both as suggested by the committee formed by the Director, Department of Environment & Climate Change.

7. Leave: The selected candidates shall be eligible for 12 days leave in a single year of consultancy. The leave shall accrue to them on completed month basis calculated from their date of joining on pre-rata basis. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturday, Sunday or Gazette Holidays during a spell of leave shall not be counted against the 12 leaves.

8. Admissibility of TA/ DA: No TA/ DA shall be admissible for attending written examination/ interview. The recruited candidates will be allowed TA in connection with the official work as per the provisions of the Department after joining.

9. Attendance and working days: The working hours of the selected candidates shall be same as regular Government employees working in the Department. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazette Holidays.

10. Notice Period: In the event, if the Department decides to terminate the services of selected candidates or the selected candidate is willing to get relieved from his/ her services in the Department, the Department/ selected candidate shall provide at least thirty (30) days prior written notice of the termination/ resignation date to the selected candidate / Department, as the case may be. During the notice period, the selected candidate shall continue to provide all services in full and in a proper manner and shall cooperate with the Department and put his/her best efforts to safeguard the interests of the Department.

11. Conflict of interest:

a) Every selected candidate shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of selected candidate is found to be in conflict with the interests of the Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with the Department, selected candidate will not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know the same.

c) The candidates shall submit copy of their education qualification and experience details along with the supporting documents.

12. Other Conditions of Service:

- a) The appointment of the above-mentioned posts would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department.
- b) The selected candidates shall not, except with the previous sanction of Department in the Bonafide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper (s) or periodical (s), either in his/ her own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/ she may gather as part of this Consultancy assignment.
- c) Official (Government) e-mail id and access to intranet system would be provided to selected candidates with the approval of the Director.

13. Eligible and interested candidates are requested to submit their applications through the google form link shared here:

<https://docs.google.com/forms/d/e/1FAIpQLSdLM2Ed5NbmBoBGOYS7k7FUCAqOuoCdQtVAUkjOfhVDhtVFQA/viewform?usp=sharing&ouid=109194857946284425455>.

Only the applications submitted on or before 15th August, 2025 will be considered.

14. Applications received via email, post, or any other platform will not be considered.

Note:

- The applications received after the closing date will not be entertained and incomplete applications will merely be rejected.
- The Department reserves the right to postpone/ cancel the appointment process at any stage without assigning any reason thereof.
- The selected candidates shall not claim for permanent posting as the selection is purely on temporary basis.
- The Department reserves the right to change any terms and conditions laid down in this notification.