

ROC No:002/ Admin/2024

Tamil Nadu Women
Employment and Safety Project,
3rd floor, Tamil Nadu State
Agricultural Marketing Board,
Thiru.Vi.Ka Industrial Estate,
CIPET Road, Guindy,
Chennai - 600 032
Date:10.07.2026

NOTIFICATION

The World Bank-funded Tamil Nadu Women Employment and Safety project, under the Special Programme Implementation Department, is seeking candidates to join the State Project Management Unit on a contractual basis for one year. The details of the job qualifications and remuneration are enclosed in Annexure I. The application format is enclosed in Annexure II.

Eligible candidates/ applicants for the aforementioned positions are expected to submit the application form in the given format (Annexure II) along with copies of certificates demonstrating essential qualifications and experience on or before **31-07-2026** either by email to admin@tnwesafe.org or can be sent by post to **the Project Director, Tamil Nadu Women Employment and Safety Project, 3rd floor, Agro Green Tech Park, Tamil Nadu State Agricultural Marketing Board Campus, Opposite to CIPET, Thiru-vi-ka Industrial Estate, Guindy, Chennai - 600 032**. Application form received incomplete or after the due date will not be considered. Only shortlisted candidates will be notified and called for an interview through email.

The Project Director of the Tamil Nadu Women Employment and Safety Project, Chennai-32 reserves the right to reject any application without assigning any reason or cancel the selection process.

Sd./-

Project Director

ANNEXURE I

For the below-mentioned posts, candidates will be recruited based on the following qualifications and roles and responsibilities

S. No	Designation	Roles and Responsibilities & Preferred Qualification	No. of Post	Salary per month
1	Administrative Officer	Roles and Responsibilities - Draft project related documents and progress reports - All admin related tasks. - Familiarity with Government work setup. Preferred Qualification - Bachelors/ Master's degree - Minimum 3 years of experience in similar roles. - Proficient in IT/computer skills/file keeping procedures -	1	Rs 30000/-
2	PC to Project Director	Roles and Responsibilities - To assist the Project Director with all admin related tasks Preferred Qualification - Any Degree - Minimum 2 years of experience in similar roles - Proficient in IT or computer skills	1	Rs 20000/-
3	Office Assistant	Roles and Responsibilities - To assist with office related tasks. Preferred Qualification - 10th pass	2	Rs 15000/-

ANNEXURE II
APPLICATION FORM

1. Post Applied For

- ☐ Administrative Officer
- ☐ Personal Clerk (PC) to Project Director
- ☐ Office Assistant

2. Personal Details

Name (in Block Letters):
Father's/Mother's Name:
Date of Birth:
Age:
Gender:
Mobile Number:
Email ID:
Correspondence Address:
Permanent Address:

3. Educational Qualification

Qualification	Institution	University/Board	Year of Passing	Percentage/CGPA

4. Technical Qualification

Tick wherever applicable.

- ☐ English – Junior / Senior Grade in Typewriting
- ☐ Tamil – Junior / Senior Grade in Typewriting
- ☐ English – Junior Grade in Shorthand
- ☐ Certificate in Computer on Office Automation (COA) – DOTE
- ☐ Other (Specify)

5. Computer Proficiency

Tick wherever applicable.

- ☐ MS Word
- ☐ MS Excel
- ☐ PowerPoint
- ☐ Tally
- ☐ Email & Internet
- ☐ File Management
- ☐ Other (Specify)

6. Work Experience

Organisation	Designation	From	To	Total Experience	Nature of Work

7. Present Employment (if applicable)

Organisation:

Designation:

Date of Joining:

Salary:

8. Experience Relevant to the Post (Maximum 250 words)

Describe your experience relevant to the post applied for.

9. Additional Information

Languages Known:

Any Professional Certifications:

Awards/Recognitions (if any):

10. Documents Enclosed

- ☐ SSLC Certificate
- ☐ Degree Certificate
- ☐ Postgraduate Certificate (if applicable)
- ☐ Experience Certificates
- ☐ Computer Course Certificate(s)
- ☐ Identity Proof
- ☐ Other Supporting Documents

DECLARATION

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false, my candidature is liable to be cancelled.

Place:

Date:

Signature of Applicant