



THIAGARAJAR COLLEGE OF ENGINEERING
(An Autonomous Institution Affiliated to Anna University, Chennai)
MADURAI – 625 015
TCE EIACP PC-RP

Environment Information, Awareness, Capacity Building and Livelihood Programme- EIACP

ADVT. No. TCE/EIACP-RP/DEO/2024

Applications are invited for engagement as **DATA ENTRY OPERATOR** on purely contractual basis in the Environmental Information, Awareness, Capacitive Building and Livelihood Program (EIACP) Centre on Plastic Waste Management at Thiagarajar College of Engineering, Madurai. The position is for a period of one year but it can be changed as per the ToR of Ministry of Environment, Forest and Climate Change, Government of India, New Delhi.

1. Educational Qualification:

S. No	Name of the Post	Eligibility and qualification
1.	Data Entry Operator	<p>Essential Qualification:</p> <ul style="list-style-type: none">• Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with two years' experience <p>Desirable Qualification:</p> <ul style="list-style-type: none">• Candidates with arts /commerce or science, background interest in Waste Management, proficiency in data base Management• Experience in accounts handling and office work• Experience in Data documentation• Good computer knowledge <p>Job profile:</p> <ul style="list-style-type: none">• Entering and updating data and performing other day to day task as assigned

2. **Consolidated Emoluments:** Rs. 16,000/ Month. No other allowances will be given.

3. **Age:** Candidate should be below 35 years of age as on the date of interview.

GENERAL INFORMATION ON SELECTION PROCEDURE

- Engagement on the above- mentioned position will be purely on a contractual basis, initially for one year from the date of engagement and likely to be extended for further periods, depending upon the requirement.

- The application form can be downloaded from the Institute's website www.tce.edu and www.tceeiACP.in
- Mere fulfilment of the minimum advertised qualifications and experience requirement DOES NOT automatically entitle an applicant to be called for written test.
- All eligible candidates will be asked to appear for an offline interview test to be conducted by the Institute on a date which will be communicated to the candidate later.
- The decision of the Institute in all matters relating to eligibility, acceptance or rejection of application, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual or his/her agency. The selected candidates will be governed by the Institute's rules, amended from time to time.
- Candidate(s) should submit the duly filled in application through the Google form link available in the website (www.tce.edu & www.tce.eiACP.in). All original documents should be produced at the time of interview. **Applications incomplete in any respect shall be rejected.**
- No TA/DA will be paid for attending the interview or joining the institute.
- Canvassing in any form is liable to rejection of the candidature.