

TAMILNADU WOMEN EMPLOYMENT AND SAFETY PROJECT  
RECRUITMENT OF STAFF ON CONTRACTUAL BASIS

Rc.No.002/ADMIN/2024

Dated 28.11.2024

The TamilNadu Women Employment and Safety Project (TNWesafe), Special Programme Implementation Department, of the Government of TamilNadu invites applications from retired Government Servants who have served as officers in the Government for the post of Administrative Officer in TNWeSafe Project. The eligibility criteria and job roles are mentioned in the link below. The applications may be sent to [admin@tnwesafe.org](mailto:admin@tnwesafe.org) on or before 14.12.2024.

Sd/-

Project Director

<b>Designation</b>	<b>Roles and Responsibilities</b>	<b>Preferred Qualifications</b>
<b>Administrative Officer</b>	<ul style="list-style-type: none"> <li>• Undertake all Administration and establishment related files and work</li> <li>• Make arrangements for meetings Management of Travel &amp; logistics for field visits</li> <li>• All operational tasks related to vehicle, housekeeping &amp; security services management</li> <li>• Maintain all Registers – Attendance, movement, stock, dispatch, tappal etc.,</li> <li>• Human Resource Management</li> <li>• Recruitment of staffs Annual service of all office equipments</li> <li>• Responsible for safety of officers' premises</li> <li>• Prompt response to emails</li> </ul>	<b>Candidates should be a Retired Government</b>