

Tamil Nadu Biodiversity Board

NOTIFICATION FOR CONTRACTUAL ENGAGEMENT OF DATA ENTRY OPERATOR (Technical) AT THE TAMIL NADU BIODIVERSITY BOARD

The Tamil Nadu Biodiversity Board wishes to engage Data Entry Operators (Technical) for the purpose of digitizing the Peoples Biodiversity Registers (PBRs) by feeding the data in the BIOMIS portal.

Job Description

- Upload data from the Peoples Biodiversity Register (PBR) in BIOMIS portal
- Cross verify the data for errors
- Contribute to uploading species data to the master database
- Assist with species identification

Position	Qualifications	
	Essential	Desirable
Data Entry Operator - Technical (1 position)	<ul style="list-style-type: none">- Graduate degree in Botany/Zoology or relevant courses- Good knowledge of English and Tamil (Read, Write & Speak)- Good knowledge and skills in MS Excel- Below the age of 30 as on 01.01.2026	<ul style="list-style-type: none">- Typewriting – Lower grade- Good knowledge in taxonomy

Period of engagement

4 months – with probability of extension based on performance and requirement

Remuneration

Data Entry Operator (Technical) – Rs 21100 /-

Other allowances

The personnel shall not be eligible for any other allowances. In case of official travel, appropriate travelling allowances shall be provided as per Government norms or as decided by the Board.

Leave

- Casual Leave – Equivalent to number of months of engagement. (For e.g. 4 days in case of 4 months of engagement).
- Medical leave - Leave on medical certificate on full pay to the extent of one twenty-second of the period spent on duty
- Compensatory leave – In case the personnel is bound to work on a holiday, he/she shall claim compensatory leave for the number of days worked on holidays. However, no remuneration shall be paid for working on holidays or extra hours.

Terms & Conditions

- The appointment is purely temporary in nature and the personnel shall not claim any permanent position in the Tamil Nadu Biodiversity Board.
- The personnel shall maintain strict confidentiality of the data handled.
- The services are liable to be terminated without assigning any reason at any point of the time during the tenure of engagement.

Recruitment procedure

- The candidates are asked to send in an application through post to TNBB as prescribed in '**Form A**'.
- Filled in application to be sent to the following address so as to reach this office on or before 20.02.2026

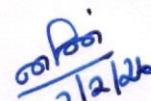
**The Principal Chief Conservator of Forests & Member Secretary,
Tamil Nadu Biodiversity Board,
TBGP Campus II Floor,
Nanmangalam, Medavakkam Post,
Chennai – 600100.**

- The applications shall be shortlisted based criteria set by the Board for preliminary evaluation. Incomplete applications shall be rejected.
- Based on the preliminary shortlist, the candidates shall be called for a written test and/or interview.
- Subsequent to the interview of all eligible candidates, a **merit list** shall be prepared.
- **1 final candidate** and **2 wait-listed candidates** shall be selected for based on the merit list.

Sd/- Mita Banerjee,
PCCF & Member Secretary,
Tamil Nadu Biodiversity Board

/t.c.b.o/


Administrative Office 2026


2026
2/2/26



Tamil Nadu Biodiversity Board



A statutory, autonomous & regulatory body
of the Government of Tamil Nadu

Engagement of Data Entry Operator (Technical) on contractual basis

Job Description

- Upload data from the Peoples Biodiversity Register (PBR) in BIOMIS portal
- Cross verify the data for errors
- Contribute to uploading species data to the master database
- Assist with species identification

Position	Qualifications	
	Essential	Desirable
Data Entry Operator - Technical (1 position)	<ul style="list-style-type: none">Graduate degree in Botany/Zoology or relevant coursesGood knowledge of English and Tamil (Read, Write & Speak)Good knowledge and skills in MS ExcelBelow the age of 30 as on 01.01.2026	<ul style="list-style-type: none">Typewriting – Lower gradeGood knowledge in taxonomy

Detailed notification and procedure for applying is available in what's new tab of the TNBB website: <https://tnbb.tn.gov.in/>

Late date to receive filled in applications: 20.02.2026

TBGP Campus,
II Floor Velachery-Tambaram
Main Road Nanmangalam,
Medavakkam Post
Chennai-600 100, Tamil Nadu
Tel: 044-22782730
Email: secy.tnbb@tn.gov.in
Website: <http://www.tnbb.tn.gov.in>

Form A

Application for the post of Data Entry Operator (Technical) in Tamil Nadu Biodiversity Board on contractual basis

Name:

Date of Birth:

Gender:

UG Degree:

Specialization:

PG Degree (if applicable):

Specialization:

Academic records:

Educational qualification	Degree/Board	Institution / University	Percentage / CGPA	Month & Year of passing
PG				
UG				
12 th /Diploma				
SSLC or equivalent				

Languages known: (Please indicate languages known with a rating your fluency level on a scale of 0-5)

S.No	Language	Fluency level (on a scale of 0-5)		
		Read	Write	Speak

Work experience (if any): (Please add your work experience starting from the latest at the top)

S.No	Joining date	Leaving Date	Designation(s) held	Name of employer	Type of institution (Government / Private / Academic / Research)	Roles and Responsibilities	Reporting officer (Name & Designation)

Typing skills (Optional)

S.No	Typing skill level / grade	Acquired date

Optional: Please describe briefly about any project done by you (if any) related to taxonomy.

Any other additional information if the applicant wishes to mention (if any):

Personal details:

Address for communication:

Mobile number:

Alternative contact number:

E-mail ID:

Father/spouse name:

Father/spouse occupation:

Signature of the applicant

***Please attach all relevant documents (self-attested photocopies) to supplement the facts stated in the application (Do not send any original documents to us)**

Note: In case of space constraints in adding details, type in the application yourself in the same format and send it

Sd/- Mita Banerjee,
PCCF & Member Secretary,
Tamil Nadu Biodiversity Board

/t.c.b.o/

21/2/2026

22.01.2026
Administrative Officer
2.2.2026