

**OPPORTUNITY FOR A PERSONNEL HAVING EXPOSURE AND
EXPERIENCE IN THE FIELD OF MEDIA RELATIONS AND
DOCUMENTATION**

Applications are invited from eligible candidates with the following qualifications and experience for the post of Documentation Specialist on Contract basis in Tamil Nadu Disaster Risk Reduction Agency, Chepauk, Chennai – 600 005.

Educational and Qualification

Master Degree in Mass Media Communication and Journalism (or)
Master Degree in Library Science

The following Experience will be preferable

- Exposure in handling Social Media, Electronic Media
- Digitization of Documents
- Indexing, Cataloguing
- Micro-filing
- Efficiency in Operation of Computer