



JOB ANNOUNCEMENT

The Dalai Lama Trust invites applications for the posts of 2 Data Entry Clerks, 1 Receptionist and 2 peons/janitors for the Dalai Lama Library and Archive on contractual basis.

How to Apply:

Interested applicants can send their application along with other necessary documents via email to dlt@dalailama.com. We do not entertain any offline application.

Note: Applicants failed to submit all the required documents and applications received after the deadline would be automatically disqualified.

Application Deadline: November 5, 2021

1. Data Entry Clerks (2 Seats)

Job Description:

- To record all the paper documents of His Holiness the 14th Dalai Lama and Office of His Holiness the Dalai Lama into Database
- To maintain and update the Database

Qualifications:

- A graduate in Bachelor of Computer Application (BCA), Bachelor of Science in Computer Science (B.Sc. CS) or equivalent qualification from a certified University
- Proficient both in Tibetan and English language
- Possesses basic computer knowledge
- No record of civil/criminal cases
- Age should be less than 35

Documents Required:

- ✓ Application & Resume
- ✓ Degree certificate and mark sheets
- ✓ Original (NOC) No Objection Certificate if currently working
- ✓ Original Medical Fitness Certificate issued by a certified medical doctor of any recognized hospital with self-photo affixed
- ✓ Updated Green Book (first page, second page and last page) for Tibetan applicants
- ✓ Birthday Certificate/Class X Certificate to prove age

Copies of the above said documents should be attested either by the Representatives of Offices of Tibet or Settlement Officer, or any Officials holding the post above deputy secretary

Remuneration & Benefits:

- Rs.18000/- as a monthly remuneration for BCA graduates and Rs.17500/- for those with equivalent qualification
- Rent provided as per rules and regulations

Selection Process:

- Selection through interview

2. Receptionist (1 Seat)

Job Description:

- To welcome visitors and record visitor logbook
- To make appointments and
- To answer and direct calls.
- To receive deliveries; sort and distribute incoming mail, etc.

Qualifications:

- A graduate in Bachelor of Arts (BA) with knowledge and experience in preservation and display of Arts
- Proficient both in Tibetan and English language
- Possess basic Computer applications
- Possess one-year experience of being a receptionist
- No record of civil/criminal cases
- Excellent communication skill
- Age below 35

Documents Required:

- ✓ Application & Resume
- ✓ Degree certificate and mark sheets
- ✓ Original (NOC) No Objection Certificate if currently working
- ✓ Original Medical Fitness Certificate issued by a certified medical doctor of any recognized hospital with self-photo affixed
- ✓ Updated Green Book (first page, second page and last page) for Tibetan applicants
- ✓ Birthday Certificate/Class X Certificate to prove age

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Remuneration & Benefits:

- Rs.17500/- as a monthly remuneration
- Rent provided as per rules and regulations

Selection Process:

- Selection through interview

3. Peon/Janitors (2 Seats)

Job Description:

- To clean all parts of the Office building
- To remove waste and dispose them regularly
- To serve tea and clean the cups
- To deliver/post and receive letters/documents
- To notify supervisors about unsafe conditions or concerning the need for repairs or maintenance, etc.

Qualifications:

- Class XII graduate
- Proficient both in Tibetan and English language
- Possesses basic Computer applications
- No record of civil/criminal cases
- Excellent communication skill
- Preference: Age below 40

Documents Required:

- ✓ Application & Resume
- ✓ Degree certificate and mark sheets
- ✓ Original (NOC) No Objection Certificate if currently working
- ✓ Original Medical Fitness Certificate issued by a certified medical doctor of any recognized hospital with self-photo affixed
- ✓ Updated Green Book (first page, second page and last page) for Tibetan applicants
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Remuneration & Benefits:

- Rs.17000/- as a monthly remuneration
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Selection Process:

- Selection through interview