



JOB ANNOUNCEMENT

The Dalai Lama Trust, a charitable wing of the Office of His Holiness the Dalai Lama is pleased to invite applications for the posts of 1 accountant on permanent basis for the Dalai Lama Trust and 3 Data Entry Clerks for the Dalai Lama Library and Archives on a contractual basis.

Note: Incomplete documents and applications received after the deadline will be automatically disqualified.

Application Deadline: November 30, 2024, at 2:30 pm

1. Accountant (1 Seat)

Job Description:

1. Recording and categorizing expenses, and preparing financial reports
2. Maintaining the privacy of financial information and when necessary, backup database
3. Taking care of tax returns and ensuring they are paid on time
4. Examining the accuracy of financial documents and where they stand with laws and regulations of income tax and FCRA
5. Finding and addressing any discrepancy in accounting
6. Keeping account books and systems up to date
7. Working with external auditors
8. Recording payments and disbursements

Qualifications:

- A graduate in Bachelor of Commerce (B. Com) from a certified University
- Proficient in both Tibetan and English language
- Possesses good computer skills and knowledge including Tally
- Applicants who possess related working experience in other organization get extra points
- Age limit: below 45 Years

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 recognised hospital with self-photo affixed
- ✓ Updated Green Book (first page, second page and last page) for Tibetan applicants
- ✓ Aadhar Card to prove age

Copies of the documents above should be attested either by the Representatives of Offices of Tibet or Settlement Officers, or any Officials of Central Tibetan Administration holding the post of the above Deputy Secretary

Salary & Benefits:

- Rs. 23,800/- monthly as set for pay level 3
- Other provisions will be provided according to the rules and regulations

Test:

- Selection through written and interview tests

2. Data Entry Clerk (3 Seats)

Job Description:

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

Qualifications:

- A graduate in BA or equivalent qualification from a certified University
- Proficient in both Tibetan and English language
- Possesses good computer skills and knowledge
- Age limit: 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 hospital with self-photo affixed
- ✓ Updated Green Book (first page, second page and last page) for Tibetan applicants
- ✓ Aadhar Card to prove age

Copies of the documents above should be attested either by the Representatives of Offices of Tibet or Settlement Officers, or any Officials of Central Tibetan Administration holding the post of the above Deputy Secretary

Remuneration & Benefits:

- Rs. 21,250/- monthly as set for pay level 6
- Other provisions will be provided according to the guidelines of contractual staff

Test:

- Selection through interview tests

How to Apply:

Interested applicants should send their physical application and necessary documents to the following address:

The Project Manager
The Dalai Lama Trust
Office of His Holiness the Dalai Lama
Theckchen Choeling, Mcleod Ganj-176219
Distt. Kangra, H.P.

For any queries, please write to us at dlt@dalailama.com