



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 following positions:

1. Award Manager (Permanent)
2. Building Caretaker (Contractual)

These positions are for the Dalai Lama Library and Archives.

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

Application Deadline: April 20th, 2025, at 2:30 PM

1. Award Manager (1 Position)

A. Job Description:

1. Preserve and display all Thangka paintings depicting His Holiness' life, as well as awards and memorabilia associated with Him.
2. Compile and study background information relating to the history of all awards and memorabilia.
3. Receive visitors and conduct tours of the Award Gallery.

B. Qualifications:

1. Master of Arts (MA) degree, with knowledge and experience in the preservation and display of arts. (Supporting documents must be attached to demonstrate relevant work experience.)
2. Proficient in both Tibetan and English.
3. Basic computer application skills.
4. No record of civil or criminal cases.
5. Excellent communication skills.
6. Age limit: 30 to 40 years.

C. Documents Required:

1. Application and resume
2. Degree certificate and mark sheets
3. Original No Objection Certificate (NOC) if currently employed
4. Original Medical Fitness Certificate issued by a certified medical doctor from a recognized hospital, with a self-photo affixed
5. Updated Green Book (first, second, and last pages) for Tibetan applicants
6. Aadhar Card to prove age

Copies of documents must be attested by representatives from the Offices of Tibet, Settlement Officers, or any officials of the Central Tibetan Administration holding a Deputy Secretary position.

D. Salary & Benefits:

1. Monthly salary according to pay grade VII.
2. Additional benefits as per the Rules and Regulations.

E. Test:

Selection will be based on a written test and an interview.

2. Building Caretaker (1 Position)

A. Job Description:

1. Supervise and coordinate the daily maintenance and repair of buildings, grounds, and associated equipment.
2. Oversee, inspect, repair, and maintain building systems, including mechanical, electrical, plumbing, HVAC, safety, and CCTV.
3. Track service requests and ensure completion within timelines and quality standards.
4. Notify supervisors of unsafe conditions or the need for repairs or maintenance.

B. Qualifications:

1. Class XII graduate.
2. Proficient in both Tibetan and English.
3. Basic computer knowledge.
4. Candidates with relevant work experience and qualifications will receive extra points.
5. No record of civil or criminal cases.
6. Age limit: 35 to 50 years.

C. Documents Required:

1. Application and resume
2. Degree certificate and mark sheets
3. Original NOC if currently employed
4. Original Medical Fitness Certificate issued by a certified medical doctor from a recognized hospital, with a self-photo affixed
5. Updated Green Book (first, second, and last pages) for Tibetan applicants
6. Aadhar Card to prove age

Copies of documents must be attested by representatives from the Offices of Tibet, Settlement Officers, or any officials of the Central Tibetan Administration holding a Deputy Secretary position.

D. Remuneration & Benefits:

1. Monthly remuneration according to pay grade X.
2. Additional benefits as per the Rules and Regulations.

E. Test:

Selection will be based on an interview.

How to Apply:

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

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

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