



ཡཀོང་ས་རྒྱ་ལའི་སྤྱི་མ་ཐོན་དང་རྒྱ་གར་གནའ་བོའི་རིག་གཞུང་ལྟེ་གནས་ཁང་།
The Dalai Lama Centre for Tibetan and Indian Ancient Wisdom
Bodhgaya
(An Undertaking by the Dalai Lama Trust)

JOB VACANCY: Civil Engineer (1 Position)

Location: The Dalai Lama Centre for Tibetan & Indian Ancient Wisdom, Bodhgaya.

The Dalai Lama Centre for Tibetan & Indian Ancient Wisdom in Bodhgaya is seeking a **motivated and detail-oriented Civil Engineer** to oversee and manage ongoing construction activities at our project site.

Key Responsibilities:

- Conduct site investigations and prepare bill assessments.
- Draft engineering reports, including technical specifications.
- Ensure compliance with safety standards, building codes, and environmental regulations.
- Coordinate with contractors, architects, and engineers throughout all phases of the project.

Basic Requirements:

- Bachelor's degree in Civil Engineering or a related discipline.
- 1–3 years of relevant experience (exceptional entry-level candidates with strong internship experience will be considered).
- Proficiency in engineering software such as AutoCAD, Civil 3D, or equivalent.
- Solid understanding of construction techniques, materials, and regulatory standards.
- Strong analytical, problem-solving, and communication skills.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- A collaborative and supportive work environment.
- Leave encashment, paid holidays, and other employment benefits.

How to Apply:

Interested candidates are requested to submit their resume, a brief cover letter, and self-attested copies of their academic records to geshetashi@dalailama.com.

Application Deadline:

May 31st, 2025 at 05:00 PM



ཡལོང་ས་རྒྱ་ལའི་སྒྲ་མ་བོད་དང་རྒྱ་གར་གནའ་བོའི་རིག་གཞུང་ལྟེ་གནས་ཁང་།
The Dalai Lama Centre for Tibetan and Indian Ancient Wisdom
Bodhgaya
(An Undertaking by the Dalai Lama Trust)

JOB VACANCY: Office Cashier (1 Position)

Location: The Dalai Lama Centre for Tibetan & Indian Ancient Wisdom, Bodhgaya

The Dalai Lama Centre for Tibetan & Indian Ancient Wisdom in Bodhgaya is seeking a **reliable and detail-oriented Office Cashier** to manage daily cash transactions and support overall finance operations.

Key Responsibilities:

- Accurately handle cash transactions, including receipts and payments.
- Maintain and reconcile daily cash records.
- Prepare and submit cash reports to the accountant in a timely manner.
- Assist with basic accounting duties and data entry tasks.
- Provide courteous and efficient service to internal staff and external vendors/clients.

Requirements:

- Bachelor's degree in any stream; a degree in Commerce is preferred.
- 1–2 years of experience in a cashier or finance-related role.
- Basic understanding of accounting and bookkeeping practices.
- Proficiency in MS Office, especially Excel, and familiarity with accounting software.
- High level of integrity, responsibility, and attention to detail.
- Strong communication and interpersonal skills.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- Leave encashment, paid holidays, and other employment benefits.

How to Apply:

Interested candidates are requested to submit their resume, a brief cover letter, and self-attested copies of their academic records to geshetashi@dalailama.com.

Application Deadline:

May 31st, 2025 at 05:00 PM