



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 position:

1. Data Entry Clerk (Contractual)

These positions are for the Dalai Lama Library and Archive.

Application Deadline: May 31, 2026, at 2:30 PM

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

1. Data Entry Clerk (1 Position)

A. Job Description:

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

B. Qualifications:

1. A graduate in Bachelor of Computer Application (BCA) or equivalent qualification from a certified University.
2. Proficient in both Tibetan and English language.
3. Possesses good computer skills and knowledge.
4. No record of civil or criminal cases.
5. Age limit: must not exceed 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. Remuneration & Benefits:

1. Monthly Remuneration of Rs. 28,687/- in pay grade VI.
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 Secretary
The Dalai Lama Trust
Office of His Holiness the Dalai Lama
Theckchen Choeling, Mcleod Ganj, 176215
Distt. Kangra, H.P.

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