THE DALAI LAMA TRUST

# Job Announcement

Dalai Lama Library and Archive · Contractual Positions

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. Data Entry Clerk (Contractual)
2. Data Compilation Clerk (Contractual)

These positions are for the Dalai Lama Library and Archive.

**APPLICATION DEADLINE**

**November 30, 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 the database
2. To maintain and update the database

### B Qualifications

1. A graduate with a Bachelor of Arts or equivalent qualification from a certified university.
2. Proficient in Tibetan and English.
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. Aadhaar Card to prove age.

> **Attestation:** **Representatives from the Offices of Tibet, Settlement Officers, or any Central Tibetan Administration officials holding a Deputy Secretary position must attest copies of the documents.**

### 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 & written test.

## 2 Data Compilation Clerk

1 POSITION

> **Role summary:** Compile donations, grants, and contributions made by His Holiness the Dalai Lama toward welfare, healthcare, environmental protection, cultural preservation, and related causes. Classify each entry by cause area, type, and date, and enter it accurately into the organization's database.

### A Job Description

1. Gather records from receipts, letters, reports, and other source documents
2. Classify entries using a standard category framework
3. Enter and update records in the database, keeping data consistent
4. Check records for accuracy and completeness

### B Qualifications

1. A graduate with a Bachelor of Arts or equivalent qualification from a certified university.
2. Proficient in Tibetan and English, particularly in Tibetan
3. Possesses good computer skills and knowledge, including MS Office.
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
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> **Attestation:** **Representatives from the Offices of Tibet, Settlement Officers, or any Central Tibetan Administration officials holding a Deputy Secretary position must attest copies of the documents.**

## 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 & written test.

## 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**.

*Issued by the Dalai Lama Trust on November 06, 2026*