



JOB ANNOUNCEMENT

The Dalai Lama Trust invites applications for the posts of a Librarian and an Assistant Librarian, 4 Data Maintainers/Data Entry Clerks, an Archivist, and an Award Manager in the Library and Archive of Collected Works of His Holiness the 14th Dalai Lama on contractual basis.

1. Librarian (1 Seat)

Job Description:

- To manage the overall administration of the Library
- To maintain and update all the books by/on His Holiness the 14th Dalai Lama published in different languages as well as the writings of the Dalai Lamas (Acquisition, Classification and Catalogue)

Qualifications:

- A graduate in Bachelor of Library Science from a certified University with a minimum of 3-years work experience
- Proficient in both Tibetan and English language
- Possesses basic computer knowledge
- No record of civil/criminal cases

Documents Required:

- ✓ Application & Resume
- ✓ Attested copies of 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 recognized hospital with self-photo affixed
- ✓ Attested copy of updated Green Book for Tibetan applicants

Remuneration & Benefits:

- Rs.18000/- as monthly remuneration
- Rent, medical allowance and other benefits provided as per rules and regulations

Test:

- Selection through interview

2. Assistant Librarian (1 Seat)

Job Description:

- To assist the works of the Librarian to manage the Library
- To maintain and update all the books by/on His Holiness the 14th Dalai Lama published in different languages as well as the writings of the Dalai Lamas (Acquisition, Classification and Catalogue)

Qualifications:

- A graduate in Bachelor of Library Science from a certified University
- Proficient in both Tibetan and English language
- Possesses basic computer knowledge
- No record of civil/criminal cases

Documents Required:

- ✓ Application & Resume
- ✓ Attested copies of 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 recognized hospital with self-photo affixed
- ✓ Attested copy of updated Green Book for Tibetan applicants

Remuneration & Benefits:

- Rs.17500/- as monthly remuneration
- Rent, medical allowance and other benefits provided as per rules and regulations

Test:

- Selection through interview

3. Data Maintainers/Data Entry Clerks (4 Seats)**Job Description:**

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

Qualifications:

- A graduate in Bachelor of Computer Application (BCA) or equivalent qualification from a certified University
- Proficient both in Tibetan and English language
- Possesses basic computer knowledge
- No record of civil/criminal cases

Documents Required:

- ✓ Application & Resume
- ✓ Attested copies of 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 recognized hospital with self-photo affixed
- ✓ Attested copy of updated Green Book for Tibetan applicants

Remuneration & Benefits:

- Rs.18000/- as a monthly remuneration for BCA graduates and Rs.17500/- for those with equivalent qualification
- Rent, medical allowance and other benefits provided as per rules and regulations

Test:

- Selection through interview

4. Archivist (1 Seat)

Job Description:

- To work on preservation, conservation, restoration, and display of all the archives existing in documents and artefacts

Qualifications:

- Special preference for candidate possesses knowledge and experience of archiving, Or a graduate in Bachelor of Arts (BA) or equivalent qualification from a certified University
- Proficient both in Tibetan and English language
- Possesses basic Computer knowledge
- No record of civil/criminal cases

Documents Required:

- ✓ Application & Resume
- ✓ Attested copies of 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 recognized hospital with self-photo affixed
- ✓ Attested copy of updated Breen Book for Tibetan applicants

Remuneration & Benefits:

- Rs.17500/- as a monthly remuneration
- Rent, medical allowance and other benefits provided as per rules and regulations

Test:

- Selection through interview

5. Award Manager (1 Seat)

Job Description:

- To preserve and display all the Thangka paintings depicting His Holiness' life, and awards and memorabilia awarded to His Holiness the Dalai Lama
- To compile and study all the information connecting to the background history of all the awards and memorabilia.

Qualifications:

- A graduate in Master of Arts (MA) with knowledge and experience in preservation and display of Arts
- Proficient both in Tibetan and English language
- Possesses basic Computer applications
- No record of civil/criminal cases
- Excellent communication skill

Documents Required:

- ✓ Application & Resume
- ✓ Attested copies of 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 recognized hospital with self-photo affixed
- ✓ Attested copy of updated Green Book for Tibetan applicants

Remuneration & Benefits:

- Rs.18000/- as a monthly remuneration
- Rent, medical allowance and other benefits provided as per rules and regulations

Test:

- Selection through interview

How to Apply:

Interested applicants can send their application along with other necessary documents via email to scholarship@dalailama.com or post the original documents to the address given below

Application Deadline: September 30, 2020

Send application and required documents to:

The Secretary
The Dalai Lama Trust
Thekchen Choeling
McLeod Ganj-176219
Distt. Kangra
H.P.