

RECRUITMENT OF A LIBRARIAN AT MEN-TEE-KHANG.

Men-Tsee-Khang will be recruiting a Librarian. All the interested candidates, who fulfill the following criteria, may send in their Application Form, i.e **Form 'C'** for the female candidates & **Form 'C' & 'D'** for male candidates. The forms with all the requirement documents must reach Human Resource Dept. (hr@men-tsee-khang.org) before Friday, May 11, 2018 (*Form 'C' & 'D' can be downloaded from our website under 'JOB' or can be collected from our Main Front Office*).

REQUIREMENTS:

- a) Minimum educational qualification of Bachelor Degree in Library (*BLib*). (*Must submit attested copies of both Mark Sheets, pass certificates of class X & XII with Degree mark sheets and provisional/certificates*)
- b) Must send in attested copy of Green Book. (*First page & Latest paid TNF*)
- c) Must send in attested copy of valid RC or passport to stay in India & Nepal.
- d) Must be between the ages of 18 to 35 as on 11 May, 2018.
- e) Must be medically fit.
- f) Must not be working in any undertakings of CTA and its branches, unless he/she has resigned 30 days prior to the date of this announcement.
- g) Must furnish the address, email id and mobile number in the Form 'C'.

ENTRANCE TEST AND INTERVIEW:

1. There will be 2 sets of written test in English/Tibetan/Maths at Men-Tee-Khang, Dharamshala on **Wed, 16th May 2018 at 9:10AM and 2:00 PM in the afternoon.**
2. The interview will be conducted by 7-9 members on Thurs, 17th May 2018.
3. The candidates should bring all of their original documents for the interview.
4. Experience in Trade & Accounts from Companies would secure .25 per month to the limit of 10 points.
5. All expenses like TA/DA would be borne by the candidates themselves.

FINAL SELECTION AND IMPORTANT POINTS:

1. The top 1 candidate must securing 50% and more in Test and Interview will be called for a medical check up to Delek Hospital at Men-Tee-Khang's own expense.
2. There will be 1 waiting list; we will be informing him/her within 1 or 2 days.

PAY & BENEFITS:

1. Pay during contract:
 - 1) w.e.f 1st Jan.2018- Rs: 26,200/-
 - 2) w.e.f 1st July, 2018- Rs: 26,600/-
 - 3) w.e.f 1st Jan.2019- Rs: 27,000/-
 - 4) w.e.f 1st July, 2019- Rs: 28,000/-

2. 30% of gross pay will be deducted as security for service. This amount is refundable with the interest rate paid to our regular staff for sss(Staff Security Scheme) after the contract period.If you resign or if your service is terminates before the contract period, then the Security Deposit is refunded pro-rated to the service months completed.
3. After 1 year and 6 months of contract, we will review and discuss with you (leaving Men-Tee-Khang after 2 years contract, OR staying on contract for some more time with new pay scale OR joining Men-Tsee-Khang at Grade 10 with Grade 9 pay.
4. The candidate must serves commitment as a Librarian at the least for 2 years. Men-Tee-Khang has strict policy of monetary compensation for those who do not finish the contract period.

Palmas
104.2018

Human Resource Dept.
Men-Tee-Khang
Dharamshala.

