

RECRUITMENT OF MEN-TSEE-LEY-NEY ON CONTRACT

Men-Tsee-Khang will be recruiting 3 Females and 6 Males as MTLN (Men-Tsee-Ley-Neys) on contract for two years. MTLN stands for **M-** (Medicine Dispenser, Men-toe), **T-** (Accountant, Tseepa), **L-**(Secretary, Ley-drung), **N-**(Receptionist, Ney-Len-Pa). The selected contract staff to MTLN will perform the duties of 2 or more of these 4 roles on rotational basis.

All the interested candidates, who fulfill the following criteria may send in their Application Form, i.e. Form 'C' for female candidates & Form 'C' & 'D' for male candidates. The forms with the attested documents must reach Human Resource Department (hr@men-tsee-khang.org) before **Wednesday, July 25, 2018** (Form 'C' & 'D' can be downloaded from our website under 'JOB' or can be collected from our Main Front Office).

Form 'C' will be sent to the applicants and must be returned by July 15, 2018

REQUIREMENTS:

- a) Minimum educational qualification of B.Com & Master Degree. (Must submit attested copies of both the **Mark sheet** and the **degree certificate** of class **X, XII & Graduation**)
- b) Must send in attested copy of Green Book. (First page & Latest paid TNF)
- c) Must send in attested copy of valid RC stay in India.
- d) Must not be above 35 years as on 25th July 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 Form 'C'
- h) Must not be one who has plans to go abroad and wishes to work for a short period of time. There will be monetary compensation for spoiling the opportunity of the next deserving candidate as MTK does have the policy of recruitment through waiting list candidates.
- i). Those who worked in TMAI and resigned earlier will not be entertained in this respect.

Entrance Test and Interview:

1. There will be 2 sets of written test in English/Tibetan/Maths at Men-Tsee-Khang, Dharamshala on **Wednesday, 1st August 2018** at 9:10AM and 2:00PM in the afternoon.
2. The interview will be conducted by panel of 5-7 members on Thursday, 2nd August, 2018
3. The candidates should bring along all of their original documents for the interview.
4. Candidates with M.Com will secure extra 3 points.
5. All expenses like TA/DA would be borne by the candidates themselves.
6. Experience in Trade & Accounts from Companies would secure .25 per month to the limit of 10 points.

Final Selection and Important Points:

1. The top 3 Female and 6 Male MTLNs, securing 50% and above in Test and Interview will be called for a medical check up to Delek Hospital at Men-Tsee-Khang's own expense. 1 male and 1 Female will be kept as waiting list and its status will be informed in a day or two's time.
2. There will be a on-the-job training for the MTLNs in clinics and Job Pool till a vacancy arises at branch clinics.
3. The placement of MTLNs will not be in and around Dharamshala, Delhi & Dehra Dun. It is due to the reason of applications from our present regular staff for transfer to these areas.

Pay & Benefits:

- 1) Pay during contract for MTLNs
 1. w.e.f 1st July, 2018 - Rs. 25,100/-
 2. w.e.f 1st Jan, 2019 - Rs. 25,400/-
 3. w.e.f 1st July, 2019 - Rs.26,400/-
 4. w.e.f 1st Jan, 2020 - Rs. 26,700/-
 5. w.e.f 1st July, 2020 - Rs. 27,200/-

- 2) 30% of gross pay will be deducted as security for service commitment. This amount is refundable after the contract period. If you resign or if your service is terminated 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-Tsee-Khang after the 2 years contract, OR staying on contract for some more time with new pay scale OR joining Men-Tsee-Khang at Grade 10. Men-Tsee-Khang has strict policy of monetary compensation for those who do not finish the contract period.

Human Resource Dept.
Men-Tsee-Khang
Dharamshala.