

RECRUITMENT OF MEN-TSEE-LEY-NEY ON CONTRACT

Men-Tsee-Khang will be recruiting 3 Females and 3 Males as MTLN (Men-Tsee-Ley-Neys) **M-** (Medicine Dispenser, Men-toe), **T-**(Accountant, Tseepa), **L-**(Secretary, Ley-drung), **N-**(Receptionist, Ney-Len-Pa).The selected 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 Monday, April 7, 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 Bachelors Degree. (Must submit attested copies of both the Mark sheet and the certificate of class X & XII with Degree certificates with mark sheets)
- 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 be between the age of 19 to 35 as on 7th April 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'

Entrance Test and Interview:

1. There will be 2 sets of written test in English/Tibetan/Maths at Men-Tsee-Khang, Dharamshala on Thurs. 12th April 2018 at 9:10AM and 2:00PM in the afternoon.
2. The interview will be conducted by panel of 7-9 members on Friday, 13th April, 2018
3. The candidates should bring along all of their original documents for the interview.
4. B.Com and M.Com will secure extra 3 and 6 points respectively.
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 3 Male MTLNs, securing 50% and more in Test and Interview will be called for a medical check up to Delek Hospital at Men-Tsee-Khang's own expense.
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. 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 Jan.2018 - Rs. 24,800/-	2. w.e.f 1st July,2018 –Rs. 25,100/-
3. w.e.f 1st Jan, 2019- Rs. 25,400/-	4. w.e.f 1st July,2019- Rs.26,400/-

- 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 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.