

## VACANCY OF SALESMAN FOR THE MEN-TSEE-KHANG GIFT SHOP AT MCLEOD MAIN SQUARE

Men-Tsee-Khang invites applications for the post of a Salesman for Men-Tsee-Khang Shop at Mcleod Main Chowk. The interested candidates who fulfill the below mentioned criteria, can send their Applications Form “C” (Also Form “D” for males), latest by **July 20, 2017** to our Human Resource Department:

([hr@men-tsee-khang.org](mailto:hr@men-tsee-khang.org)). *Form C & D can be downloaded from our website. [www.men-tsee-khang.org](http://www.men-tsee-khang.org)*

### **Requirements:**

- a. He/She must have minimum qualification of class XII. (The attested copies of all the related mark sheets and the certificates are to be submitted).
- b. He/She must be proficient in Tibetan, English and Hindi language.
- c. Attested copies of validated R.C must be submitted.
- d. Attested copies of updated Green Book must be submitted.
- e. He/She must be between the age of 18 to 35 years, as on July 20, 2017 (as per RC).
- f. He/She must be physically and mentally fit.
- g. He/She must not be working in any undertakings of the CTA or its branches at least 30 days prior to the date of this announcement.
- h. He/She must be willing to serve Men-Tsee-Khang on contract basis for 2 years.
- i. He/She must be able to agree with the strict policy of monetary compensation for those who fail to comply with the terms of contract with Men-Tsee-Khang.
- j. He/She must work for 9 hrs a day (9:30 am to 6:30 pm) during March to November and 8 hrs a day (9:30 am to 5:30 pm) during December to February.
- k. He/She must be willing to work on Sundays & Saturdays, but with 2<sup>nd</sup> & 4<sup>th</sup> Monday as weekly off days. The holidays taken will be without pay.

### **Interview and Selection Process:**

- a. A preliminary interview will be conducted in the conference hall, Men-Tsee-Khang, Dharamsala on Tuesday, 25 July, 2017 at 9:15 am. (The candidates should bring along all their original documents for the interview).
- b. Based on the interview result, the top 4 candidates would be shortlisted who would undergo more interview, presentation and two sets of written Tests in English/Tibetan/Mathematics.

**Written Test Paper A & B :** Friday, 28 July, 2017 at 9:05 am & 2:05 PM respectively.(50%).

**Interview & Presentation :** Saturday, 29 July, 2017 at 9:10 am (50%).

- c. Candidates with Bachelor / Master Degree in Science and Commerce would secure 2 bonus points for each degree. Candidates with experience in Trade from standard Companies will secure 0.25 points for every one month to the maximum limit of 10 points. (Extra 10%)
- d. The Selection Committee will shortlist 2 or 3 top candidates by discussion or by vote. (The first topper to serve as the Salesman and the second or the third as the waiting candidate). The waiting candidate will be informed accordingly about his/her status within a day or two.
- e. The selected candidate will be sent for medical examination to Delek Hospital at Men-Tsee-Khang's expense.

### **Duties and Responsibilities :**

- a. The salesman must ensure that the shop is regularly opened for 9 hrs during summer and 8 hours during winter. The absenteeism in between the work, if found by the concerned heads, will be fined with the refund of the whole day's pay, regardless of the duration of the absence.

- b. Men-Tsee-Khang will procure and arrange for the transportation of adequate supply of products so that the salesman can be at the shop at all times. His/Her suggestions or comments, will be reviewed by Product Promotion Panel (PPP) and TMAI Exports Department in New Delhi.
- c. On special days specified by Men-Tsee-Khang, someone from our Job Pool department will be sent to assist the Salesman during rush times in the shop. For this helper, the pay will be paid by Men-Tsee-Khang.
- d. In case he/she needs to take leave owing to emergency, he/she is required to identify a reliable substitute, who is able to conduct sales and also take care of customer's needs.

**Pay and other important points :**

1. During the term of 2 year contract, he/she will be entitled to receive the pay as follows and no other benefits as per Men-Tsee-Khang rules & regulations will be applicable.

**Pay:**

w.e.f 1<sup>st</sup> July, 2017.....Rs. 111/- per hour.

w.e.f 1<sup>st</sup> Jan, 2018 .....Rs. 115/-per hour.

w.e.f 1<sup>st</sup> Jan, 2019.....Rs. 120/- per hour

2. He/She will be entitled to 12 days sick leave in a year. No pay will be entitled during the sick leave.
3. He/She may close the shop for the following important days without pay.
  - a. 3 days of Losar, Tibetan New Year.
  - b. Birthday of His Holiness the Dalai Lama.
  - c. Tibetan Uprising Day.
  - d. Sangpo Chuzom
  - e. 2<sup>nd</sup> & 4<sup>th</sup> Mondays
4. Other than the above specified days, the shop must be functioning on all days with 9 & 8 hours in summer & winter respectively. For any short fall in working hours or working days, he/she will have to refund 50% of his/her hourly pay as compensation to Men-Tsee-Khang for the loss of business in his/her absence. So, it is essential that he/she identifies a substitute to run the shop when an emergency crops up.
5. He/She must let Men-Tsee-Khang know, how and whom he/she will arrange as substitute in unavoidable circumstances.
6. After completion of 18 months of contract service, we will review and discuss with him/her about leaving Men-Tee-Khang after 2 year contract OR staying on contract for some more time OR accepting a permanent placement as a regular staff on 10<sup>th</sup> Grade Rank depending on his/her performance to serve at one of our branch clinics.
7. 20% of Monthly Gross Pay will be deducted as Security. This is refundable with interest rate paid to our regular staff for SSS after the contract period or his/her resignation whichever is earlier. If he/she resigns or his/her service is terminated before the contract period, then the security deposit will be refunded or claimed pro-rating to the service months completed. But if his/her service is continued as regular staff after 2 years, then the security deposit will be refunded with interest after the completion of the 3rd years of service.
8. If unavoidable circumstances arise to shut the shop due to any communal reasons, Men-Tsee-Khang will decide about the amount of pay to be paid to him/her after considering the matter.