

VACANCY OF SALESMAN FOR THE MEN-TSEE-KHANG GIFT SHOP AT TSUG-LAG-KHANG

Men-Tsee-Khang invites applications for the post of a Salesman (Male) for Men-Tsee-Khang Shop at Namgyal Monastery (Tsuk-Lhag-Khang). The interested candidates who fulfill the below mentioned criteria, can send their Applications Form “C” & Form “D”, latest by **July 20, 2017** to our Human Resource Department: (hr@men-tsee-khang.org). *Application Form C & D can be downloaded from our website.*
www.men-tsee-khang.org for your use.

Requirements:

- a. He 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 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 must be between the age of 18 to 35 years, as on July 20, 2017 (as per RC).
- f. He must be physically and mentally fit.
- g. He 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 must be willing to serve Men-Tsee-Khang on contract basis for 2 years.
- i. He must be able to agree with the strict policy of monetary compensation for those who fail to comply with the terms of contract between him and Men-Tsee-Khang.
- j. He 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 must be willing to work on Sundays & Saturdays, but with 2nd & 4th Tuesdays as weekly off days. The holidays taken will be without pay.

Interview and Selection Process:

- a. A preliminary interview will be conducted in 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 top candidates by discussion or by vote. (The first topper to serve as the Salesman and the second 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 absents.

- 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 suggestions or comments, will be reviewed by Product Promotion Panel (PPP) and TMAI Exports Dept 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 needs to take leave owing to emergency, he 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 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 1st July, 2017.....Rs. 111/- per hour.

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

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

2. He will be entitled to 12 days sick leave in a year. No pay will be entitled during the sick leave.
3. He 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. 2nd & 4th Tuesdays
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 will have to refund 50% of his hourly pay as compensation to Men-Tsee-Khang for the loss of business in his absence. So, it is essential that he identifies a substitute to run the shop when an emergency crops up.
5. He must let Men-Tsee-Khang know, how and whom he will arrange as substitute in unavoidable circumstances.
6. After completion of 18 months of contract service, we will review and discuss with him about leaving Men-Tee-Khang after 2 year contract OR staying on contract for some more time OR accepting a permanent placement as a staff on 10th Grade Rank depending on his 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 resignation whichever is earlier. If he resigns or his 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 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 after considering the matter.