

RECRUITMENT OF CONTRACT STAFF TO MEN-TSEE-KHANG

Men-Tsee-Khang will be recruiting the following staff on contract basis for two years.

Vacancy:

1. 3 Females and 3 Males as MTLNS (Men-Tsee-Ley-Neys).
2. 5 Males as working staff (For our Job Pool Department).

1. MTLN. (*Medicine Dispenser*, (*Men-toe*), *Accountant* (*Tseepa*), *Secretary* (*Ley-drung*), *Receptionist* (*Ney-len-pa*). The selected staff to MTLN will perform the duties of 2 or more of these 4 roles on rotational basis.

2. Working staff in Job Pool will work in our production units (Pharmacy & HPRD), making of Amulets or Sungkhors, assist in Business & Field Exhibitions and Medical Camps, night duties (for Males), assist in food & catering department, other miscellaneous tasks specified by the Head of our Job Pool Department.

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 our Human Resource Department (hr@men-tsee-khang.org) before **Saturday, Sept 30, 2017**. **(Form 'C' & 'D' can be downloaded from our website under 'JOB' or can be collected from our 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 our Degree certificates and marksheets)
- 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 30 Sept, 2017.
- 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-Tsee-Khang, Dharamsala on Friday, 6 Oct, 2017 at 9:10 AM and 2:00 PM** in the afternoon.
2. The Interview will be conducted by panel of 7-9 members on **Saturday, 7 Oct, 2017**
3. The candidates should bring along all of their original documents for the interview.
4. Candidates with **Master Degree in Commerce** will secure extra **3 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 6 MTLNs and 5 Males for Job Pool, 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 clinics.
3. The placement of MTLNs will not be in and around Dharamsala. It is due to the reason of applications

from our present regular staff for transfer to these areas.

3. After the confirmation of first 3 males as MTLNs, the next 5 males selected for Job Pool will work in Job Pool for at least two years and will be discussed for other placements if available.

Pay & Benefits:

1. Pay during Contract for MTLNs and Staff for Job Pool
 - 1.) w.e.f 1st July, 2017 - Rs.24,500/-
 - 2.) w.e.f 1st Jan, 2018 Rs.24,800/-
 - 3.) w.e.f 1st July, 2018 - Rs. 25,100/-
 - 4.) w.e.f 1st Jan, 2019 - Rs. 25,400/-
 - 5.) w.e.f 1st July, 2019 - Rs. 26,400/-
3. 30% of gross pay will be deducted as security for service. This amount is refundable with interest rate paid to our regular staff for SSS. **The amount is pro-rated to the service period.**
4. **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 a strict policy of monetary compensation for those who do not finish the contract period.**

Human Resource Department
Men-Tsee-Khang