



JOB VACANCY: OFFICE CLERK

The Tibetan Centre for Human Rights and Democracy (TCHRD) is seeking applicants for the position of Office Clerk. The Office Clerk will be responsible for providing administrative support to office staff and conducting menial tasks required to keep an office running.

Basic Responsibilities:

- Making sure the office is neat and organised.
- Opening and shutting the office windows and blinds.
- Keeping registers of office staff attendance.
- Setting up equipment for office meetings, press conferences, etc.
- Running errands to the local shops and banks.
- Covering the reception area of the office in the absence of the main receptionist.
- Sorting, batching and filing documents.
- Preparing tea, lunch and other refreshments for office staff.
- Making photocopies of documents and then distributing them.
- Filling printers with papers and topping up the cartridges when they are empty.
- Organizing repairs to office equipment.
- Creating and maintaining office inventory list

Eligibility Criteria:

1. Education: Minimum Class XII pass certificate.
2. Experience: Preference will be given to candidates with previous experience in relevant office work
3. Excellent oral communication skills in Tibetan with working knowledge of Hindi and English.

Gross Salary: INR 18,000 per month

Mode of Selection: Interview at TCHRD's office

Service Contract: The candidate shall be selected for a one-year contract following the completion of which the center shall decide whether to renew the contract depending upon his/her performance.

Application Deadline: 31 August 2018.

Candidates are required to submit the following documents:

- Cover Letter
- Resume
- Attested copy of relevant certificates
- Attested copy of applicant's valid Green book (first and last page)
- Attested copy of applicant's Registration Certificate (RC) (first and last page).
- Attested copy of 'no objection letter' if the applicant is currently employed
- Attested copy of medical fitness certificate from any registered medical practitioner

Address your application to:

'Confidential'
Tibetan Centre for Human Rights and Democracy
Near Nechung Monastery, Gangchen Kyishong
Dharamsala-176 215 (H.P.)

Email: office@tchrd.org