



**Department of Home  
Central Tibetan Administration**

The Central Tibetan Relief Committee (CTRC) is inviting applications for the following positions on a contractual basis, equivalent to the Section Officer of the CTA Designation structure:

- |                    |                                 |       |
|--------------------|---------------------------------|-------|
| A) Position Title: | Program Officer                 | (PO)  |
| B) Position Title: | Monitoring & Evaluation Officer | (MEL) |
| C) Position Title: | Communication Officer           | (CO)  |
| D) Position Title: | Program Finance Officer         | (FO)  |



Total number of Positions: 1 each

Scan the QR code for respective Terms of Reference (ToR), Qualification, entitlements & other information:

**Documents required to be submitted for all positions:**

- CV & Cover letter
- Attested copies of Degree certificate and mark sheets (as per position)
- Attested copies of Green Book 1<sup>st</sup>, 2<sup>nd</sup> and last payment page (paid up to 31.3.2024)
- Original Medical Fitness Certificate issued by a certified medical doctor with self-photo affixed
- Character certificate from Tibetan Settlement Officer in original
- No Objection Certificate if presently working in any organization
- Birth certificate or class 10th pass certificate

**Application Deadline - 30<sup>th</sup> Aug, 2024**

All positions are on contractual basis and initial contract term is for two years including six-month probationary period. The contract may be extended for another two to three years on the basis of individual's performance. Document copies must be attested by any of the Tibetan Settlement officer or any CTA officer holding the post of Joint Secretary and above, however original documents must be presented during the interview. Date of interview shall be communicated to qualified applicants only.

Application documents in pdf format must be sent to following email / postal address reaching not later than the deadline mentioned above:

Secretary,  
Department of Home, CTA  
Gangchen Kyishong, Dharamsala  
Kangra Distt, H.P.India- 176215



**Email:** [homefund@tibet.net](mailto:homefund@tibet.net)

Send your queries to above email ID with your phone number for us to follow-up