



Job Opening!

We are currently seeking qualified candidates for the following two positions at Norbulingka Institute. Both positions play a pivotal role in their respective departments and require excellent communication, problem-solving skills, and the ability to work independently and collaboratively.

1. Tax Accountant

Key Responsibilities:

GST:

- Prepare monthly GST working of all units (Institute + Hospitality Department)
- Monitoring of monthly GST Return and reconciliation with books of account
- Annual Reconciliation of GST Return of all units

TDS:

- Monitoring of all TDS entry and ensure payment as per TDS rules and regulations
- Prepare quarterly TDS return file of all units (Institute + Hospitality)

Others:

- Monitoring Receivables and Payables
- Bank Reconciliation

Basic Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Strong knowledge of local and national tax regulations.
- Proficiency in accounting software.
- Experience in tax accounting is preferred.

2. IT Support Specialist

Job Summary:

Seeking a skilled and motivated IT Support Specialist to maintain and troubleshoot our organization's Windows PCs, network infrastructure, and software applications.

Key Responsibilities:

- Windows PC Maintenance & Troubleshooting.
- Perform basic hardware repairs, installations, and upgrades.
- Manage and troubleshoot LAN and Wi-Fi networks, ensuring stable connectivity.



PO Sidhpur
(Nr Dharamsala)
Distt Kangra
HP 176057



Norbulingka

I N S T I T U T E

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- Manage and maintain the organization's CMS, ensuring uptime, security, and efficient content updates.
- Administer Google Workspace (formerly G Suite), including user account creation, email configuration, and troubleshooting.
- Provide timely and effective technical support to staff, resolving IT-related issues.
- Assist in implementing security protocols, software updates, and backups to ensure data integrity and protection.

Basic Qualifications:

- Proficient in Windows OS maintenance and troubleshooting.
- Knowledge of Microsoft Office Suite installation and problem-solving.
- Basic networking knowledge (LAN, Wi-Fi, file sharing, and network troubleshooting).
- Familiarity with CMS administration (e.g., WordPress, Joomla, etc.).
- Experience managing Google Workspace (user accounts, email configuration).

Interested candidates should submit their resume and application to the below contact details along with the related documents.

1. Copies of degree & other certificates.
2. Complete CV with one photograph
3. Must send in copy of Green Book. (If Tibetan)
4. Must send in copy of valid RC. (If Tibetan)
5. Must furnish the address, email id and mobile number.

Attractive salary and other benefits as per Institute's rule. Suitable candidates shall be called for a test and an interview.

Contact:

Norbulingka Institute P.O Sidhpur-176057

Dharamsala. HP

PH: 9816036410

Email: humanresources@norbulingka.org



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