



Evangelical Baptist Convention Church, Delhi

(Regd No. 2294 of 1977 under Act XXI of 1860; FCRA Regd No 194160016 of 1985 with Ministry of Home Affairs and Income Tax PAN No. AAATE5460E)

Address:

Plot No. 16, Pocket 6, Sector 1A
Dwarka, New Delhi - 110 045

+91 70855 19945
pastor@ebccdelhi.org
www.ebccdelhi.org

ADVERTISEMENT FOR FILLING UP ONE POST OF CARE-TAKER FOR EBCC DELHI

EBCC Delhi saptuam a semding Care-taker lak kisawm hi. Hiai nna sem dinga poimoh chitna leh hamphatna amuh dingte anuaia bang ahi uh:-

1	Post min	Care-taker
2	Post awng zah	1(one)
3	Pay & Facilities	<ul style="list-style-type: none">➔ Rs. 12,000/- p.m. (Annual increment at the rate of 5% p.a.)➔ Free accommodation with free water supply and power upto 3600 kwh p.a.➔ Mobile Recharge/top-up @Rs. 300 p.m.➔ EBCC Delhi Workers' Welfare Scheme nuai a hamphatna omthei te
4	Sepding/A nna	As assigned by the Office Supervisor, in addition to works as defined in the Office guidelines
5	Nasep hun	Hun bubit (Full time)
6	Chinna (Qualification)	
	a) Essentials	<ul style="list-style-type: none">➔ Class VIII passed (minimum),➔ Christian, EBC Saptuam a Full Communicant Member➔ Omdan leh gamtat a siangthou➔ Hindi pau thei➔ Taksa kum 25-45 kal mi ahi ding (<i>relaxable upto 10 years for ex-serviceman</i>)
	b) Deihthusam	Driving license nei, Inkuan tawm deuh / Single
7	Lak dingdan	Personal Interview by Recruitment Committee
8	Ni poimohte	<ul style="list-style-type: none">➔ Apply theih hunsung: Notice suahni apan March 6, 2021 tan➔ Interview : Saturday, March 13, 2021 11:00 AM, at EBCC, Delhi➔ Acceptance piaktheih hun: Result puankhiak apan ni sagih (7) beima➔ Joining date : Thursday, April 01, 2021
9	Service condition (general)	Selected candidate shall be purely on a contractual basis for a period of 2(two) years; [kum nih (2) adinga contract appointment ahi ding] i.e. April 1, 2021 to March 31, 2023.
10	Nasep etkaina (supervision)	Care-Taker niteng nasepna leh kizatdan Local Pastor in a enkai dinga, nnasepna leh sep-dan toh kisai gen ding om peuhmah TBSUC ah atun ding hi
11	Jurisdiction	Hiai nna EBCC Delhi Local Saptuam a liauliau ahihmanin, EBC Hqrs. or local saptuam dang toh kisaina anei kei hi.

Care-taker mohpuakna leh Application form pek 2na, 3na leh 4na ah muhtheih dinga, huai banah, EBCC Delhi website www.ebccdelhi.org ah leng muhtheih ding. Lunglutna neiten a omna saptuam a Pastor/Upa te Recommendation tawh thuahin, application submit theih ding hi. Theihbeh nuamte a ding in hiai anuai min kipia te kiangah kan theih ding hi.

(a) Upa Khamkhanpau Guite, e- mail- kkguite@rediffmail.com or whatsapp at 08800557309

(b) Upa T Thiankhanmuan, e- mail- tkmuan@gmail.com or whatsapp at 09953059744

(c) T/Upa JH Ginmung Guite, e- mail- ginmung@gmail.com or whatsapp at 09818070284

THEIHTUAK:

1. Kuan-le-pai mahni kiseen ngaiding
2. Interview a telthei dingte ki thujak kik ding hi.

Dated : New Delhi, February 1, 2021

RECRUITMENT COMMITTEE

CARE-TAKER MOHPUAKNA LEH NASEP DINGTE

(As approved vide TBSUC Meeting on 19-1-2016)

Kibulphuhna : Hiai Caretaker nna semtu kuapeuhin Pathian nna sepna poimohtak ahihdan phawk kawmin “mihing hihkipakte maimah banga, mitmei kia venglou in, Kris sikha banga lungtanga Pathian deiham hihzaw in” (Ephesate 6:6) bangin asem ding hi.

Sl No	MOHPUAKNA	NASEPDING LEH SEP DINGDAN TANGPI
01	Biakinn mun leh mual venbitna (watch and ward) nna asem ding	<ul style="list-style-type: none"> (1) Gate hon leh Khak/kalh (open & lock) ahunhun in kizentakin ahih ding; (2) Compound a honglut mikhual leh visitors (Nipini kikhop hunsung lou peuhmahte a enkai ding; (3) Visitor Register visitor’s min, contact details, time leh purpose a gelhlut jel ding; (4) CCTV footage recording review nikhat hal (alternate day) in abawl dinga, nitak/Zan huna bang thil om hiam chih hoilhtakin a enchian gige ding; (5) Compund sung leh akimah bang hiam ngeina hilou thil(un-natural) deuh aom hiam chih nitengin a en kimvel ding hi; (6) Fire extinguisher cylinders leh door bell te functional (zattheih) ahina hiam chih a enchian zel ding; (7) Police leh Official Agencies apan visitors hong pai omleh, B&PMC ahilhpah dinga, documents leh information hon nget uh omleh tuate leng athuzak ngal ding hi; (8) Terrace gate hon leh khak amohpuakna ahi dinga, van omte a enkai ding; (9) Programme zoh ahih tengin, vanzatte (musical instruments, computer and other appliances, AC etc) amun mun uah om in power switch off ahina hiam chih a enchian gige ding;
02	Biakin sung leh Compound kepsiangthou-na (compound cleaning);	<ul style="list-style-type: none"> (1) Biakinn sung, balcony leh staircase nikhat hal (alternate day) in aphiatin azut siang(sweeping and mopping) gige ding; (2) Biakinn (including Pulpit area) a furniture/flower vase/table cloth/etc te a hah siang dinga, leivui leh nin bang a omlou in akem siangthou ding; (3) Biakinn sunga equipment te (eg. PA system, inverter, switch board, fan) huan window pans/glasses kal khat (weekly) in khatvei a nul siang zel di. (4) Terrace a Baptismal Pool akem siangthou gige ding; (5) Akul leh poimoh bangin, air-freshner/room freshner, insecticide leh disinfectants damdoi zangin compound sung, anhuanna mun(pantry areas) leh Wash Room/Toilet te ahahsiangthou ding; (6) Dusbinte nitenga hahsiangin akemsiangthou gige ding; (7) Biakin compound pumpi nikhatin khatvei bek aphiatsiang gige ding;

03	Compound sunga sing leh lou suan leh kepna (Gardening, planting &Compound upkeep	<ul style="list-style-type: none"> (1) Compound fencing zula, paksuanna ding kibawlte ah flower leh singnou suan in, ahasiang thou gige ding; (2) Huan, akul leh poimoh bang leihoihna (fertilizer/manure) zangin tuabang munte ahidim gige ding; (3) Singkungte avngkim in, ametsiang(trimming) abawl ding hi; (4) Flower pots(gumla) terrace leh compound sunga omte akem singthou dinga, zing leh nitakin tui abuak gige ding; (5) Gumla leh thil dangdangte mipi kiveina dongkholh khathei om hiam chih a enkai ding hi;
04	Kikhopna / programme om hun a mohpuakna	<ul style="list-style-type: none"> (1) Biakna kikhop leh saptuam programme kipatma in, mpite hong paina ding approach road asiang hiam chih ana enkai jel ding; (2) Programme kizat hunin apoimoh bang kepsiangthouna nasep ding a om hiam chih angaihven gige ding; (3) Mimal leh pawlpi toh kisai vanzuakna leh hawmna neihsawm omleh tu-ate, Chairman/Secretary, TBSUC atheisak dinga, amaute phalna tellou in ahisak kei ding;
05	Conference Room, Saptuam Office leh Guest Room kep siang	<ul style="list-style-type: none"> (1) Hiai room te (including bathrooms, kitchen) a vangkim in a phiat siang/ zutsiang zel di (sweeping and floor mopping) (2) Furniture leh vanzat om te a hahsiang gige ding (3) Azang ding om peuhmah chiangin vanzat omte AC, Gas, Fan, bedsheets, etc te zathleih dia mansa in akoih gige ding; (4) Conference room zang ding om chiangin, ami dingzah toh kituak chair/ table lepfelsa in akoih jel ding;
06	Routine Upkeep and Minor Repairs	<ul style="list-style-type: none"> (1) Routine upkeep and Minor repair works a enkai ding hi;(eg inverter charging, AC servicing, bulb kisia khek, bench khe adjust ngai, broken glass repairetc.) (2) Lei ngai / sum senna di a om chiangin Convenor, B&PMSC phalna a la masa zel di.
07	Monitoring Register	<ul style="list-style-type: none"> (1) B&PMSC in abawl Monitoring Register, Caretaker in a kem dia, Kiginni (Saturday) tengin Pastor in a etdik khit chiangin report a gelh zel di. (2) Khakhat a Pathianni nanungpen (last Sunday) in Caretaker in hiai Monitoring Register BPMSC Convenor a endik sak zel di. Hiai bang remarks dungjuin Caretaker kha loh (salary) FS/Treasurer in release abawljel ding;
08	Pastor / Office Supervisor in nna apiakte	<ul style="list-style-type: none"> (1) Hiai atunga te banah, Office Supervisor/TBSUC in ahun leh munzila mohpuakna apiak peuhmah thanuam tak leh kizentakin asem ding;
09	Midangte toh kisaina a, omdan leh gam-tat(social etiquette)	<ul style="list-style-type: none"> (1) Saptuam (kristian) nnasepna poimahtak ahimanin, midangte toh kisai khakna peuhmah ah, kamsiam leh omdan kilawmtak leh zahtakna toh asai ding hi;

APPLICATION FORM
(EBCC Delhi' CARE-TAKER apply nuamte ading)

*Hiai mun awng ah
na passport size
lemlak belh in*

1. Min : _____
2. Pa Min : _____
3. Nu Min : _____
4. Zi Min : _____
5. Inkuan Zah : _____ (Tanu : _____ Tapa : _____ Midang : _____)
6. Pian ni : Ani : _____ Akha : _____ Akum : _____
7. Sepna Masa: _____
8. Driving License No. : _____ validity _____
9. Tulela omna : Veng /Khua : _____
10. Kipatna khua : _____
11. Contact : Mobile No. _____ , E-mail: _____
12. Laisiamna : Class VIII /X/XII / Graduation _____ / _____ / _____ / _____ (Percent/Grade gelhin)
Adang omleh : _____
13. Tep-le-muam chiinlel/te Gitkual in : Kuva | Raja | Khaini | Laizial | adang _____
14. Pianthak na : Ani : _____ Akha : _____ Akum : _____
15. Baptisma tan na : Ani : _____ Akha : _____ Akum : _____
16. Saptuam a kizatkhakna sate : _____
: _____
17. Pau siamna (Gitkual in) : English - 1. Pauthei 2. Simthei 3. Gelhthei
Hindi - 1. Pauthei 2. Simthei 3. Gelhthei
18. Personal Testimony leh Saptuam' nna nasep utna ziak (Laipek dang ah gelh ding)

A tunga kagelhte adik vek ahi chihna in anuai ah suai kakai hi,

Date: _____

(Candidate' Suai)