



དཔལ་ལྷན་འབྲུག་གཞུང་།

ROYAL GOVERNMENT OF BHUTAN

ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

Cabinet Secretariat
Gyalong Tshogkhang
Thimphu : Bhutan

H-01/2019/772

May 17, 2019

The Manager
Advertisement Section
Kuensel Corporation, Thimphu

Subject: Vacancy Announcement

Sir, "

Kindly arrange to announce the vacancy as given below in your upcoming edition in English.

The Cabinet Secretariat, Gyalong Tshogkhang is pleased to **announce** the vacancy for the following posts;

Position Title	Position Level	No. of Slots	Qual. Required	Place of posting	Service	Remarks
Asst. Program Officer/Program Officer	P5/P4	1	Bachelors Degree	Government Performance Management Division (GPMD) Cabinet.	In-service	Lateral Transfer
Administrative Assistant	S5-SS1	1	Min. Class XII	PM Aides Services, Cabinet.	In-service	Lateral Transfer

Interested In-service Civil Servants who meet the eligibility criteria may apply. For the eligibility criteria, kindly refer section 13.7.4 of the BCSR 2018, available on the RCSC website.

Applicants with relevant qualification/training and work experience shall be given preference for the purpose of short listing. Application along with Curriculum Vitae must reach the HR Services, Cabinet Secretariat latest by **31st May, 2019**.

Documents required:

1. Curriculum Vitae/Resume (CSIS generated copy)
2. Performance Evaluation Report for last 2 years (FY 2016-2017 and FY 2017-2018)
3. Copies of academic transcript
4. No Objection Certificate from the HRC of working/parent Agency



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5. Other merit certificates if any

Note: Applicants will be shortlisted based on the eligibility as per the Super Structure Group.

For further information please visit our website at www.cabinet.gov.bt or contact Human Resource Officer in person over the tele# 336667 during office hours.

Bills for the same may be submitted to the Accounts Section for settlement.

Yours sincerely,

(Sonam Tshewang)
Sr. Human Resource Officer

Copy to:

1. Accounts Officer, Cabinet Secretariat for information
2. Office copy/Guard file