



དཔལ་ལྷན་འབྲུག་གཞུང་།

ROYAL GOVERNMENT OF BHUTAN

ལྷན་ཁྲིམས་གཞུང་ཚོགས་ཡིག་ཚང་།

Cabinet Secretariat
Gyalong Tshogkhang
Thimphu : Bhutan

VACANCY ANNOUNCEMENT

CABINET SECRETARIAT

Human Resource Services

H/01/2019/1460

02/12/2019

The Cabinet Secretariat is pleased to announce the vacancy for the following vacant positions as follows:

Sl. #	Position Title	P Level	Place of Posting	Slots	Super Structure	Qul. Requirement	Remarks
1	Program Officers	P5-P2	Review and follow-up Section, Cabinet Affairs Division, Cabinet.	2	Administrative Services	Minimum Bachelors Degree	Lateral Transfer – in-service open competition.
2	Program Officer	P5-P3	GPMD, Cabinet	1	Administrative Services	Minimum Bachelors Degree	-do-
3	Program Officer	P5-P3	PSDD, Cabinet	1	Administrative Services	Minimum Bachelors Degree	-do-
4.	Driver	O4-O1	AFS	1		Minimum Class VIII pass.	Re-announceme nt- On consolidated contract for 2 years (extendable)

Interested in-service civil Servants within the same super structure group (Sl. No. 1-3) and who meet the eligibility criteria as per the Chapter 13, clause 13.7 under promotion Rules and Regulations and Chapter 14, section 14.4.4.1 , 14.4.4.2 , 14.4.5 and 14.5 of BCSR 2018 may apply.

Kindly contact HR Officer in person for Terms of reference for the positions.





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Documents Required:

1. Application (Mention your contact number & email ID)
2. Updated CV for Sl. No 1-3 and resume for Sl.No 4
3. Valid Audit Clearance- Sl. No. 1-3
4. Valid Security clearance
5. Copies of academic transcripts;
6. Copies of relevant training/Merit certificates if any;
7. Performance rating/assessed performance appraisal form (IWP) for FY 2017-2018 & 2018-2019.
8. Copy of Bhutanese citizenship identity card
9. No objection Certificate and
10. Civil Service Employment application Form 4/1 & Driving license for sl.no. 4
11. Copy of medical fitness certificate issued by competent RGoB medical Doctor for Sl. No. 4

The applicants must submit the documents to Human Resource Services, Satellite Office, Langjophakha latest by **16th December, 2019**.

For further information, please contact HRO, Cabinet @ 336665 (140) during office hours.



Sr. Human Resource Officer

Human Resource Officer
Cabinet Secretariat
Thimphu