

Vacancy announcement

The HRD, Ministry of Economic Affairs, would like to invite application for the following posts in the Department of Hydro- Met Services, MoEA, in Thimphu :

Sl.#	Post title	Position level	Vacancy	Minimum qualification/Age
1	Personal Assist. (PA)	S5	1	Cl. XII with Min. 6 month course in Stenography, Computer application, Office Management/Cl. X with 2 yrs Office Mgt. Course

Eligible candidates may apply for the above post to the HRO, DoHMS, MoEA, Thimphu with the following documents.

1. Duly filled RCSC employment form
2. Copy of mark-sheets and other certificates, if relevant.
3. Copy CID Card.
4. Medical Fitness Certificate
5. Security Clearance Certificate
6. No Objection Certificate from employer, if employed

The last date of submission for the application is **24th January 2012**. Short-listed candidates will be called for interview on **2nd February 2012**. For further queries please call – **323101/322159/17615277 (HRO)**