



དཔལ་ལྷན་འབྲུག་གཞུང་། བསྐྱོན་རྒྱུ་ལྷན་ཁག
མི་སྣོབས་སྡེ་ཚན་ ཐིམ་ཕུ།

HUMAN RESOURCE DIVISION
MINISTRY OF ECONOMIC AFFAIRS
ROYAL GOVERNMENT OF BHUTAN



MoEA/HRD-45/ 2019/1806

4th June 2019

Vacancy Announcement

The Ministry of Economic Affairs is pleased to announce the availability of vacant position for the post of 1 Administrative Assistant on Lateral Transfer from the in-service pool as per the following details:

Sl. no	Position Title	Position Level	Minimum qualification requirement as per position Directory 2018	No. of slot	Place of posting	Superstructure
1	Administrative Assistant	S5-S1 A	Class XII	1	Bjemina Industrial Estate, Thimphu	Administration Services

The interested in-service civil servants within the same super structure (i.e Administration services) fulfilling the eligibility criteria as per the chapter 14 of the BCSR 2018 may apply to Human Resource Division on or before 18th June 2019 (Tuesday) with the following documents:

1. Application;
2. Verified Curriculum Vitae (from CSIS);
3. Valid Security Clearance Certificate;
4. Valid Audit Clearance Certificate;
5. Copies of relevant training certificates (if any);
6. No Objection Certificate from Parent Agency/Working Agency (endorsed by HRC & signed by competent Authority);
7. A Copy of academic transcripts and relevant certificates (if any); and
8. Performance Evaluation report /moderation result for last two years (FY 2016-17 & FY 2017-2018)/ Moderation result for the FY 2016-2017 & FY 2017-2018).

For any clarifications required, please contact HRD at 322159 during office hours.



Human Resource Division

Cc:

1. The Director General, Department of Industry, Ministry of Economic Affairs, Thimphu.
For kind information.