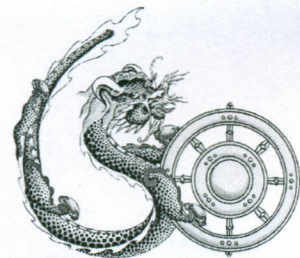




འབྲུག་རྒྱལ་ཁབ་ཀྱི་འགྲུལ་འགྲོལ་ལྷན་ཁག་།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD/Foreign Posting/37/2017/ 123

7th
4th August, 2017

VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER

Post	Position Level	Slot	Place of posting	Duration	Minimum Qualification	Other Requirements
Accounts/ Budget Assistant	SS1/SS2/ SS3/SS4	1	RBC, Kolkata	3 years	Certificate/ Diploma with minimum 12 years of work experience	As per the criteria given below and it is for the Account/ Budget Asst at SS1/SS2/SS3/SS4 level not for officers.

Interested **in-service civil servants who meet the eligibility criteria** may apply for the post along with the following documents to HRD, MoF, Thimphu latest by **August 18, 2017**.

- Curriculum vitae – *should be generated from CSIS and should have assured the accuracy of the information.*
- Security clearance (*Valid Copy*)
- Audit clearance (*Valid copy*)
- Medical fitness certificate (*valid copy and to submit original if selected*)
- PE ratings for the last two years (*copy of FY 2015-2016 & 2016-2017*)
- Academic/training certificates and transcripts (*copy*)
- Certificates of merits/achievements, if any (*copy*)

The basic criteria

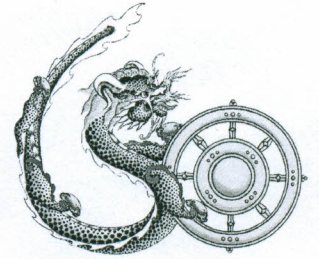
The candidate should:

- Be a Bhutanese citizen.
- Possess excellent written and communications skills in English.
- Have excellent public relation skills.



དངུལ་རྩིས་ལྷན་ཁག་།

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



- iv. Have at least 3 years of field experience in government accounting and knowledge in Financial Rules and Regulations.
- v. In the past, not availed such postings including secondment to International Agencies and Corporations
- vi. Have clean service record
- vii. Be currently under Sub Group 'Finance, Accounting and Budget Services'
- viii. Be eligible as per Clause 13.7.3.2 (g) of Chapter 13.7 of BCSR 2012.

In the event several candidates qualifying for a single position under the basic criteria, then the candidate fulfilling the following **specific criteria** will be given preference;

Specific criteria

- i. Extra co-curricular activities (*as per original certificate*)
- ii. Individual Achievements (*as per original certificate*)
- iii. Performance Ratings (*last two years*)
- iv. Rural Posting (*as per RCSC rule*)
- v. Seniority (*nos. of years in service*)

For further clarification, please contact HRD, MoF at 333104/322268 during office hours.

Dr Ugyen Tshewang
Chief HR Officer

Copy:

1. Hon'ble Secretary, Ministry of Finance for kind information
2. Chief HR Officer, HRMD, RCSC, Thimphu
3. Office copy