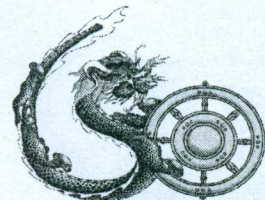




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD-DoS/4(2)/2018/1697

August 23, 2018

**VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER**

The Ministry of Finance is pleased to announce the vacancy for the post of Accounts/Budget Assistant in CMC, Vellore and RBC, Kolkatta as detailed below;

Post	Position Level	Slots	Place of posting	Duration	Minimum Qualification	Other Requirements
Accounts/ Budget Assistant	SS1/SS2/ SS3/SS4	1	CMC, Vellore	3 years	Certificate/ Diploma with minimum 10 years of work experience	As per the given criteria and the post announced is only for the Account/ Budget Asst at SS1, SS2, SS3, & SS4 level not for officers.
		1	RBC, Kolkatta	3 years		

Interested **in-service civil servants who meet the eligibility criteria** may apply for the post with application along with the following documents to HRD, MoF, Thimphu latest by **September 4, 2018**:

- Curriculum vitae – generated from CSIS and should have assured the accuracy of the information.
- Valid security clearance
- Valid audit clearance
- Medical fitness certificate (original)
- PE ratings for last two years (IWP rating for 2015-2016 & Moderation score for 2016-2017 (copy)
- Academic transcripts and training certificates (copy)
- Certificates of merits/achievements, if any (copy)

**The basic criteria**

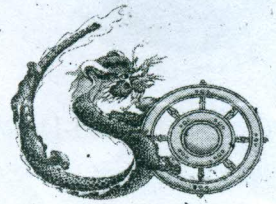
The candidate should:

- Be a Bhutanese citizen
- Possess excellent written and communications skills in English.
- Have excellent public relation skills.
- Have at least 3 years of field experience in government accounting and knowledge in Financial Rules and Regulations.





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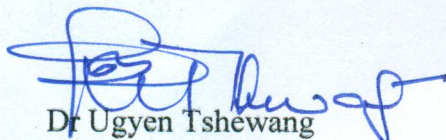
- v. Have not availed such postings in the past including secondment to International Agencies and Corporations
- vi. Have clean service record
- vii. Be currently under MoG "Finance & Audit Services Group"

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 certificates)
- ii. Individual Achievements (as per original certificates)
- 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. Director, DPA, MoF, Thimphu
2. Chief HR Officer, HRMD, RCSC, Thimphu
3. Office/master copy