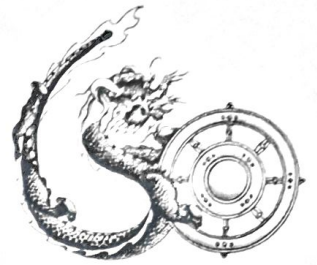




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MOF/HRD-DOS/2(5)/2018/1711

27 August 2018

VACANCY ANNOUNCEMENT

The Ministry of Finance is pleased to announce the vacancy as mentioned below.

SI #	Department /Division	Position Title/Level	Slots	Minimum Qualification	Employment type
1	Call Center, Department of Revenue & Costums, Thimphu	Asst. ICT Officer (Call Center Agent)/ P5B	6	Bachelors in IT with 55 % mark.	On consolidated contract service for 1 year and the contract term extendable based on performance

**Pay and benefits:**

1. Salary: 16365/-
2. House Rent Allowance: 3275/-
3. Casual Leave, Bereavement Leave and Paternity Leave as per chapter 10 of BCSR 2018.
4. Earned Leave: Maximum of 30 days annually, which is permitted to encash.
5. Maternity Leave: Eligible as per Chapter 10 of the Rule if the employee has served minimum of 12 months of service. However, if the employee has not completed 12 months of service before applying for leave, she shall be eligible for three months of Maternity Leave.
6. Medical Leave: Maximum of 30 days for every contract term.
7. TA & DA: Permissible as per existing financial rules.
8. Leave Travel Concession: Permissible after rendering a minimum of 1 year of service

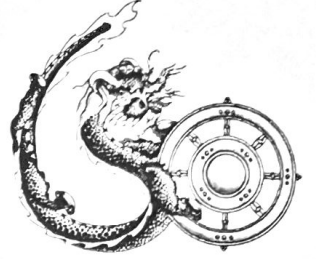
Interested candidates fulfilling the eligibility criteria may apply for the post. The Application along with the following documents must be submitted to HRD, MoF latest by 11<sup>th</sup> September, 2018.

1. Civil Service Employment Application Form 4/1 (can be downloaded from [www.rcsc.gov.bt](http://www.rcsc.gov.bt))
2. Resume;
3. Copies of academic transcripts;
4. Copies of relevant training transcripts;
5. Copy of the Bhutanese citizenship identity card;
6. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;
7. Security Clearance Certificate and
8. No Objection Certificate, if employed (Only if selected and must submit within one week of the declaration of the result).



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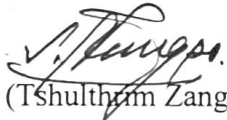
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For the purpose of short-listing and selection, candidates with following experience and skills will be given preference. Selected candidates may also have to undergo tests in the following categories.

1. Worked in Call Centers.
2. Demonstrate good verbal and written communication skills.
3. Proficiency in Dzongkha and English languages.
4. Command over other regional dialects will be an asset.
5. Sound knowledge of telephone etiquette.
6. Be able to type minimum of 35 words per minute.

The MoF will notify the shortlisted candidate via individual email along with the date of interview and venue. For any clarification, please contact the HRD, MoF at 322268 during working hours.



(Tshulthrim Zangpo)

**Offtg. Chief HR Officer**

Copy:

1. Hon'ble Secretary, Ministry of Finance.
2. Director, RCSC, Thimphu.
3. Director, DRC, Ministry of Finance.
4. Director, DoS, Ministry of Finance.
5. Office copy.