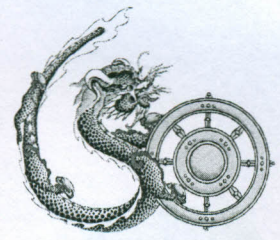




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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MoF/HRD-DoS/4(2)/2019/442

November 7, 2019

VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER

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

Post	Position Level	Slots	Place of posting	Duration	Minimum Qualification	Other Requirements
Accounts/ Budget Assistant	SS1/SS2/ SS3/SS4	1	LTO, Kolkatta	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.

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 **November 20, 2019**:

- Curriculum vitae – generated from CSIS and should have assured the accuracy of the information.
- Valid security clearance
- Valid audit clearance
- Medical fitness certificate (original)
- Moderation ratings for last two years (FY 2017-18 & 2018-19)
- 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.



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- iv. Have at least 3 years field experience in government accounting experience and knowledge in Financial Rules and Regulations.
 - v. Have not availed such postings in the past including secondment to International Agencies (Both ex-country and in country)
 - vi. Shall not be eligible to apply for such posting during the secondment period to Projects and Corporations as per Section 15.7.7, BCSR 2018
 - vii. Have clean service record
 - viii. Be currently under MoG "Finance & Audit Services Group"

In the event of several candidates applying for a single position, the shortlisting will be done based on the following criteria;

- i. Seniority (nos. of years in service)
- ii. Performance Ratings (last two years)
- iii. Rural Posting (as per RCSC rule)

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

Tashi Namgyel
Chief HR Officer

Copy:

- 1. Director, DPA, MoF, Thimphu
- 2. Offtg. Chief HR Officer, HRMD, RCSC, Thimphu
- 3. Office/master copy