

Bhutan Duty Free Limited
Post Box No. 74
Norzin Lam
Thimphu

Guidelines for submission of application for employment

1. Application should be addressed to “Bhutan Duty Free Limited” and submitted along with the duly completed “Employment Application Form” and relevant required/relevant documents and delivered to Duty Free Shop, DRC Building, Thimphu, before 5PM on **13th May 2016**.

2. Application may also be submitted by post/courier addressed to

**Bhutan Duty Free Limited,
Post Box No. 74
GPO, Thimphu.**

BDFL shall not be responsible for late delivery of application submitted by post/courier and the submission date and time shall be strictly observed.

3. Applications submitted through Facsimile/ email other electronic mode shall not be accepted.

4. Candidates should submit the duly completed “**BDFL Employment Application Form**” and separate application is not necessary.

5. The “**Vacancy No. and title of the position**” applied for should be clearly mentioned on the top of the envelope.

6. Applicants not meeting the qualification and experience contained in the ToR need not apply.

7. The Terms of Reference provided against each vacancy are indicative and employees once appointed shall be entrusted additional responsibilities as and when necessary.

8. Employment shall be strictly based on Terms of Reference of position applied and higher position/ salary and allowances shall not be considered based on higher qualification and/or experience of the applicant.

9. An applicant shall apply for one position only and applicant applying for multiple positions shall be rejected outright.

10. Only applicants shortlisted for interview will be contacted.

11. The interview may be written oral as may be decided by BDFL.

12. The short listed applicants shall be responsible to make himself / herself available for the interview at the designated date and time.

13. The employees are liable to be posted to any Duty Free outlet location in the country and candidates who have problem moving to different location are advised to refrain from seeking employment in BDFL.
14. BDFL reserves the right to cancel any position announced and reject any applicants without citing any reason.
15. Selected applicant shall be kept on probation for a period of 12 months.
16. For further queries, please contact telephone No. 325672

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