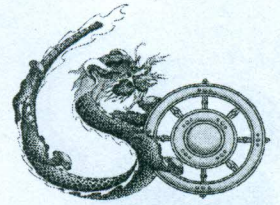


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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



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.

