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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD-DoS/4(2)/2019/ 3470

March 19, 2019

VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER

The Ministry of Finance is pleased to announce the vacancy for the post of Accounts/Budget Assistant in 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	RBC, 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 **April 1, 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 2016-17 & 2017-18)
- 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 field experience in government accounting experience and knowledge in Financial Rules and Regulations.
- Have not availed such postings in the past including secondment to International Agencies and Corporations
- Have clean service record



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- 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 322268 during office hours.

Tshulthrim Zangpo
Offttg. Chief HR Officer

Copy:

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