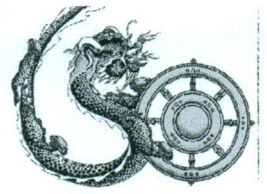




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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD-DoS/2/(3)/2019/247

3 September 2019

Vacancy Announcement

The Ministry of Finance is pleased to announce the post of Administrative Assistant for Department of Macroeconomic Affairs (DMEA), Ministry of Finance (MoF) as detailed below:

Position Title	PL	No. of post	Place of working	Minimum Qualification	Remarks
Admin. Asst.III	S5 A	1	DMEA, MoF, Thimphu	Class XII passed with 60% (English, Dzongkha & 3 best subjects)	Regular Appointment w.e.f. 1 January 2020

Interested candidates fulfilling the above criteria and who are eligible as per the 4.6 & 4.7, Chapter 4 of BCSR 2018 may apply for the above post along with the following documents to Human Resource Division, Ministry of Finance latest by **18 September 2019**:

1. Civil Service Employment Application Form 4/1
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
7. Security Clearance Certificate which shall be approved online
8. No Objection Certificate, if employed

In-service candidates with same position level are not eligible to apply.

For further clarification please contact HRD, Ministry of Finance at 02322268/337411/321568 during office hours.


(Tshulthrim Zangpo)
Offtg. Chief HR Officer