



དངུལ་རྩིས་ལྷན་ཁག།
ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MOF/HRD-DOS/2(5)/2018/ 577

18th December, 2019
19

VACANCY ANNOUNCEMENT

The Ministry of Finance is pleased to announce the vacancy as mentioned below.

Department /Division	Position Title	Position Level	Slots	Minimum Qualification	Employment type
Department of Revenue and Customs, Ministry of Finance	Asst. Administrative Officer	P5 B	1	Bachelor's Degree	Consolidate contract service

Pay and benefits:

1. Salary: Nu. 19,970/month
2. House Rent Allowance: Nu. 3995/month
3. Casual Leave, Bereavement Leave and Paternity Leave as per chapter 10 of BCSR 2018.
4. Earned Leave: Maximum of 30 days annually, which is permitted to encash.
5. Maternity Leave: Eligible as per Chapter 10 of the Rule if the employee has served minimum of 12 months of service. However, if the employee has not completed 12 months of service before applying for leave, she shall be eligible for three months of Maternity Leave.
6. Medical Leave: Maximum of 30 days for every contract term.
7. TA & DA: Permissible as per existing financial rules.
8. Leave Travel Concession: Permissible after rendering a minimum of 1 year of service.

Interested candidates fulfilling the eligibility criteria may apply to HRD, MoF latest by 2th January 2020 along with the following documents.

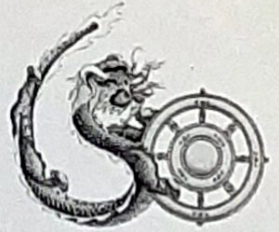
1. Civil Service Employment Application Form 4/1 (*can be downloaded from www.rcsc.gov.bt*)
2. Resume;
3. Copies of academic transcripts;
4. Copies of relevant training transcripts;
5. Copy of the Bhutanese citizenship identity card;
6. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;
7. Security Clearance Certificate;
8. NOC if employed to be produced if selected.

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

(Tashi Namgye)
Chief HR Officer

Copy to:

1. Director, Department of Revenue and Customs, MOF, Thimphu
2. Director, Directorate of Services, MoF, Thimphu
3. Individual official
4. Office/Master copy

