



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



MoF/HRD-DoS/5(1)2020/༧༨༡

January 30, 2020

VACANCY ANNOUNCEMENT

The Ministry of Finance is pleased to announce the vacancy for the post of Admin Assistant as detailed below;

Sl.No	Division	Level	No.of Post	Minimum Qualification	Employment Type
1	HRD, MoF	S5 A	1	60% in Class XII with IT	Consolidated Contract Service

Interested **candidates fulfilling above criteria** may apply for the position as mentioned above. Application along with the following documents must be submitted to HRD, MoF latest by **13 February 2020**.

1. Academic certificates (Copy).
2. Security Clearance
3. Medical Certificate
4. Certificates of merit/ achievements, if any(Copy)
5. NOC from working agency (If employed)

For further clarification, please contact the HRD, MoF on 333104/322268 during office hours.

(Tashi Namgyel)

Chief HR Officer

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1. Office/ Master Copy