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ROYAL GOVERNMENT OF BHUTAN

Ministry of Finance

Directorate of Services

HUMAN RESOURCE DIVISION

Thimphu: Bhutan



MoF/HRD-DOS/5(3)/2021/863

4 June, 2021

VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER

As per the decision of the 171st HR Committee meeting held on 3 June 2021, the Ministry of Finance is pleased to announce the following vacant posts as detailed below:

Sl	Position Title	Position Level	Place of posting	Slot	Duration	Minimum Qualification	Remarks
1	Attache (Accounts Assistant)	SS1-SS4	RBE, Kuwait	1	3 years (Non-extendable)	Certificate / Diploma	As per the given criteria, the post announced is only for the Accounts Assistant
2	Accounts Assistant		CMC, Vellore, India	1			

Interested in-service civil servants who meet the eligibility criteria may apply for the above posts with application along with the following documents to HRD, MoF latest by **18 June 2021**. The documents can be submitted via email @ niduptshering@mof.gov.bt:

- Curriculum vitae – *should be generated from Zest and verified by the individuals to ensure the accuracy of the information*
- Valid Security clearance
- Valid Audit clearance
- Medical fitness certificate
- IWP/Moderation rating for last two years (FY 2018-19, 2019-20)
- Academic/training certificates and transcripts (*copy*)
- Certificates of merit achievements, if any (*copy*)

The basic criteria

The candidate should:

- Be a Bhutanese citizen
- Have completed minimum active service of 10 years
- Posses excellent written and communications skill in English
- Have excellent public relation skills



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- v. Have at least 3 years of field experience in Government Accounting and Budgeting with knowledge in Financial Rules and Regulations.
- vi. Have not availed such postings earlier including secondment to International Agencies and Corporations (Both ex-country & in-country).
- vii. Shall not be eligible to apply for such posts during the secondment period to projects and corporations as per the section 15.7.7 of the BCSR 2018.
- viii. Have clean service record.
- ix. Be currently under Sub group '*Finance, Accounting and Budget Services*'

In the event if several candidates qualify for a single position under the basic criteria, then the candidate fulfilling the following specific criteria will be given preference;

Specific Criteria

- i. Seniority (*nos. of years in service*)
- ii. Rural posting (*as per RCSC rule*)
- iii. Performance Ratings (*last two years*)

For further clarification, please contact HRD, MoF at 322268/334711/321568 during office hours.



Human Resource Division

Copy:

- 1. Director, DPA, mof for kind information
- 2. Office copy