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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

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MoF/HRD/5(3)/2024/977

April 30, 2024

FOREIGN POSTING ANNOUNCEMENT

The Ministry of Finance is pleased to announce the following post on foreign posting as per the details given below:

SI #	Post	Position Level	Place of posting	SI ot	Duration	Placement effective date
1	(Accounts Assistant)	SS 1-SS 4	Referral Unit, CMC, Vellore, India, JDWNRH	1	3 years (Non-extendable)	01/09/2024
2	Accounts Assistant	SS 1-SS 4	RBE, Kuwait	1		01/09/2024

The interested candidates fulfilling the eligibility criteria given below may submit their application through Zhiyog Recruitment System (ZRS) via the following link from May 03 – May 13, 2024

1. Accounts Assistant (SS) RBE, Kuwait & CMC, Vellore: ([Click here to apply](#))

*****Please note that applying through ZRS will automatically consider you for both the positions of RBE, Kuwait & CMC, Vellore. Placement will be determined by merit ranking. The top-ranked candidate will be given the opportunity to choose their preferred place of posting, either at RBE, Kuwait or CMC, Vellore. If the selected candidate declines, the opportunity will be extended to the next candidate in line.**

1. Accounts Assistant (SS4-SS1 A):

- i. Must be an in-service candidate with a minimum active service of 10 years;
- ii. Currently serving under the Sub-Group: Finance, Accounting and Budgets Services;
- iii. Served a minimum of 02 years of active service in the current position after appointment through open competitive selection as per the Guideline for Foreign Transfer 2022;
- iv. Possess at least 03 years of field experience in Government Accounting and Budgeting with the knowledge on Financial Rules and Regulations;
- v. Not availed such postings in the past;
- vi. Ineligible to apply for the post if the candidate is currently on secondment to projects and corporations as per the Guideline for Foreign Transfer 2022;



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- vii. Served at least equal to the duration of the long-term training (LTT) on the application deadline for position announced. In addition, the status of his/her LTT must be updated as 'completed' in the Zhiyog Electronic System (ZES);
 - viii. Excellent written and oral communications skills in English;
 - ix. Excellent public relation skills;
 - x. Clean service record.

In the event there are more applications for a single slot, the candidates will be shortlisted on the ratio of 1:5 based on the following:

- i. Performance Score (Moderated) for FY 2021-2022 and 2022-2023 – **(34%)**.
- ii. Seniority (nos. of active years in service) - **(33%)**.
- iii. Rural Posting as per the BCSR 2018 – **(33%)**

Documents required to be submitted through Zhiyog Recruitment System (ZRS):

- i. Valid Medical fitness Certificate
- ii. Valid Security Clearance Certificate
- iii. Valid Audit Clearance Certificate
- iv. Performance Score (Moderation) of last two Financial years; and
- v. HRD, MoF will verify from the records and working agencies for any adverse records.

For further clarification, please contact HRD, MoF at 00975-2- 322268/334711/321568 during office hours.



Human Resource Division

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