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བསམ་གྲུབ་ལྗོངས་མཁར་རྫོང་ཁག་བདག་སྐྱོང་།
ROYAL GOVERNMENT OF BHUTAN
SAMDRUP JONGKHAR DZONGKHAG
ADMINISTRATION



SDA/HRS-07/2017-2018/ 5019

02/03/2018

The General Manager,
BBS
Thimphu

Subject: Advertisement of vacancy.

Sir/Madam

Please kindly advertise the following vacancies from 3rd to 6th March 2018 through BBS channel as detailed below:

Sl.No.	P/Title	P/level	Number required	Place required	Criteria	Remarks
1	School Bus Driver (Heavy Vechicle	O4 A	2	Jomotshangkha MSS Karmaling HSS	Candidates with PD licence	Able to read and write
2	Driver (Light Vehicle)	O4 A	2	Dzongkhag HQ	Class VIII passed with valid licence	Appt. status – consolidated contract for 2 years.
3	NFE Instructor	NA	3	Sachilo village, Wangphu Gewog, Baytseling village, Dungmanma, Lauri Gewog	Class XII passed with 45% in English and 60% in Dzongkha.	Appt. status – consolidated contract for 2 years.
4	ECCD Facilitator	NA	2	Dungmanma, Lauri Barkalangkhang, Serthi	Class XII passed with 50% in English and 50% in Dzongkha.	Appt. status – consolidated contract for 2 years.
5	Substitute Teacher	P5B	6	Lauri PS (3- General) Pemathang LSS (General) Minjiwoong CS (Dzongkha) Wangphu PS (General)	General graduates on consolidated	Appt. status – consolidated contract for 6 months
6	Caregiver	O2 A	2	Gomdar CS (male) Lauri PS (female)	Class X	Appt. status – consolidated contract for 2 years.
7	Ba-nga Dungmi	GSP	1	S/Jongkhar Dzong	N/A	



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8	Washerman	GSP	1	Martshala CS	N/A	
9	Cook	GSP	5	Gomdar CS Minjiwoong CS Martshala CS Karmaling HSS	N/A	
10	Gardner	ESP	3	S/Jongkhar Dzong S/Choeling BHU	N/A	
11	Caretaker	ESP	4	Garpawoong MSS Monmola PS S/Choeling Dungkhag Minjiwoong BHU	N/A	
12	Night Guard	ESP	1	S/Choeling BHU	N/A	
	Total		32			

Interested candidates fulfilling the above criteria may apply to the HR section with the following documents on or before 16th March 2018

1. Duly filled RCSC Employment Application form
2. Academic transcript and mark sheet
3. Valid security clearance must be processed online
4. Valid Medical fitness Certificate
5. No objection certificate from the parent organization if employed
6. Copy of certificates of merits if any
7. Any relevant documents
8. Age limit 18-50 yrs for GSP/ESP

Note;

The Shortlisted candidates will be announced through our Dzongkhag website and notice board on 22nd March 2018. The selection interview for the shortlisted candidates will be held on 27th March 2018 at **9:30 am** in the Dzongkhag Conference Hall and the selected results will be declared on 30th March 2018.

The bills for the above advertisement may be submitted to the Dzongkhag Administration for payment.

Thanking you

Sincerely


(Tharchin Lhendup)
Dzondag

Copy to:

1. Accounts Officer, Dzongkhag Administration for kind information
2. Office copy