



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྫོང་ཁག་བདག་སྐྱོང་། བཀྲིས་རྫོང་།



ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION: TRASHIGANG  
Human Resource Section

DAT/HRS-17/2019-2020/ 12

Date: 01.07.2019

VACANCY ANNOUNCEMENT

The Dzongkhag Administration, Trashigang is pleased to announce the following vacancy for In-Service civil servants through Lateral Transfer in respect of Admin. /HR Asst. and through new recruitment process for the Consolidated Contract as mentioned below:

| Sl.No. | Position Title      | No. of Slots | Place of Posting  | Minimum Qualification | Employee Type         |
|--------|---------------------|--------------|---|-----------------------|-----------------------|
| 1.     | Adm. Asst./HR Asst. | 3            | One for Dzongkhag HR Section & 2 for Wamrong Dungkhag Administration  | Class-XII             | Regular               |
| 2.     | Adm. Asst.          | 1            | Rangjung BHU-I  | Class-XII             | Regular               |
| 3.     | Dispatcher          | 1            | Sakteng Dungkhag Administration   | Class-X               | Consolidated Contract |
| 4.     | Cook                | 16           | Zordung PS, Yingom PS, Jomtsang PS, Pakaling PS, Chaling PS, Moshi PS, Galing PS, Tsangpo PS, Phepari PS, Barshong PS & Ritsandung PS | Nil                   | Consolidated Contract |

Interested In-Service civil servants who meets the eligibility criteria as per BCSR 2018, Clause 14.5 (administrative service) may apply along with the following documents:

1. Application.
2. Curriculum Vitae generated from CSIS with accuracy assured.
3. Valid Audit Clearance.
4. Medical Certificate.
5. Security Clearance Certificate.
6. Performance Evaluation Report for the Last two years (FY 2016-2017 & 2017-2018 Moderation Result)
7. NOC from the Concerned Agency and Parent Agency (Original).

For Dispatcher and Cook, please submit the following documents:

1. Civil Service Employment Application Form-Form 4/1.
2. Copies of Academic Transcripts for Dispatcher (Class- X & XII Marksheet if any, for XII Passed Applicants).



Dasho Dzongdag -521100, Dasho Dzongrab - 521155, Adm. -521600 Planning - 521229, DEO-521217, Finance - 521234, Census- 521215, DE - 521295, DAO - 521296, Cultural 521603, DHO - 521276, DLO-521106, DzFO - 521227, Tele.Fax- 521176, ICT Unit- 521549



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3. Copy of the Citizenship identity card.
4. Copy of Medical Fitness Certificate.
5. Security Clearance Certificate.
6. *NOC in case if employed.*

Submit the aforementioned documents to HR Section, Trashigang Dzongkhag Administration latest by 15<sup>th</sup> July, 2019 before 5:00 PM.

For further clarification please contact the HR Officer at **04-521604** during office hour.

(Chekey Gyeltshen)  
**Dzongdag**

**Copy to:**

1. ICT Officer to upload on the Dzongkhag Website.
2. Notice Board.
3. Office Copy.

