



དབལ་ལྷན་འབྲུག་གཞུང་།
ནང་མིང་ལྷན་ཁག་ལྷན་གཞུང་གི་རྒྱུ་རྐྱེན་ལྷན་ཁུངས་། བཀྲིས་ཚོས་རྫོང་།



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HOME AFFAIRS
DIVISION OF SUPPORT SERVICES, TASHICHHODZONG

NGA/HRM-02/4792

4th May 2023

VACANCY ANNOUNCEMENT

The Ministry of Home Affairs is pleased to announce the availability of vacancy for the post of Personal Secretary at Office of the Minister, Thimphu for duration of 24 months on consolidated contract. As detail below;

Sl #	Position Title	Position Level	No. Slot	Minimum Qualification	Job Posting	Superstructure	Remarks
1	Personal Secretary II	P5B	1	Bachelor's Degree	Office of the Minister, Thimphu	Administrative Services	Consolidate contract

Interested eligible candidates may apply with the following documents (Scanned in PDF) through Zhiyog Recruitment System (ZRS), RCSC website on or before 20th May 2023. Applicants with relevant qualification/training and experiences will be given preference for shortlisting.

1. Copies of Academic transcript (Class XII & Bachelor's Degree)
2. Valid Medical Fitness Certificate.
3. Valid Security clearance Certificate
4. Copy of CID and
5. No objection Certificate if employed.

For any clarification, please contact HR Division at 323741 during office hours.

HUMAN RESOURCE DIVISION



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