



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HOME AFFAIRS
HUMAN RESOURCE DIVISION, TASHICHHODZONG

NGA/HRM-02/

1st February 2024

Vacancy Announcement

Following the approval from the Royal Civil Service Commission, Letter No. RCSC/HRMD/7/2023/1858 dated 25 December 2023, the Ministry of Home Affairs would like to announce the vacancy for recruitment of various posts on consolidated contract as detailed below:

SL#	Post (Position Title)	Position Level	No of Slots	Minimum Qualification Required	Place of Posting
1	Conservation Architect	P4 B	1	Bachelors (Arch)	Heritage Sites and Archeology Division, Department of Culture and Dzongkha Development
2	Asst. DT Secretary	P5 B	4	Bachelors (BA Dzongkha)	Trashigang, Zhemgang, Trashiyangtshé, Paro Dzongkhags
3	Asst. Cultural Officer	P5 B	2	Bachelors Dzongkha	Paro and Sarpang Dzongkhags
4	Conservation Engineer	P5 B	1	Bachelors in Civil/Structural Engineering	Heritage Sites and Archeology Division, Department of Culture and Dzongkha Development
5	Asst. Language Dev. Officer	P5 B	1	Bachelors Degree (Dzongkha)	Dzongkha Development Division, DCDD
6	Asst. Program Officer	P5 B	1	Bachelors with PGDPA	Language Research and Promotion Division, Department of Culture and Dzongkha Development
7	Asst. Program Officer	P5 B	1	Bachelors with PGDPA	Disaster Prevention and Mitigation Division, Department of Local Governance and Disaster Management.
8	Geog Admin. Officer II	P5 B	13	Bachelors with PGDPA	Serthi , Chhumey, Shingkar, Bartsham, Shari, Barshong, Saling,Radi, Merak, Khaling, Langthel, Tangsibji, Dungmin Gewogs
9	Personal Secretary II	P5 B	1	Bachelors with PGDPA	Office of Minster



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Candidates achieving a minimum of 50% in the BCSE 2023 can directly apply for the vacancy without an additional selection interview. The merit ranking from BCSE in the relevant category will determine the selection of candidates.

The eligible candidates can apply through Zhiyog Recruitment System (ZRS) (<https://jobs.rcsc.gov.bt/>).

For further information please contact HRO at Telephone No. 02-323741 during office hours.

Human Resource Division

NGA/HRM-02/

16 July 2023

Vacancy Re-announcement

The Ministry of Home Affairs would like to extend the application deadline from the interested eligible Bhutanese citizens on contract service for Architect vacant position to Human Resource Division on or before 29 June 2023:

Post	Position Level	Slot	Place of Posting	Minimum Qualification	Superstructure	Remarks
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Architect	P4/B	2	Heritage Sites and Archaeology Division, Department of Culture & Dzongkha Development	Bachelors Degree in Architect	Technical Service	Time bound contract
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Note:

Interested applicants may apply with the following documents:

- Dully filled RCSC Employment Form (Annexure 4/1 available at www.rcsc.gov.bt)
- Copy of original academic transcripts (Class XII and Degree);
- Copy of Citizenship Identity Card;
- Copy of valid security certificate;
- Copy of valid medical fitness certificate;
- If employed, NoC from the employer;
- Curriculum Vitae of applicant;
- Contract duration is one year and can be renewed till completion of the Project.

For any clarifications, please contact HR Division at 323741 during office hours or via email to hro@moha.gov.bt (no applications will be received through email).

Human Resource Division

Note: Verified after consultation with Dr. Yonten Dargay, NLAB on 06 March 2020