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ནང་ཁྱིད་ལྷན་ཁག་ཁག་གིས་ཆོས་རྒྱུད་།  
ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF HOME AFFAIRS,  
TASHICHHODZONG



NGA/HRM-02/2025/244

September 16, 2025

VACANCY ANNOUNCEMENT

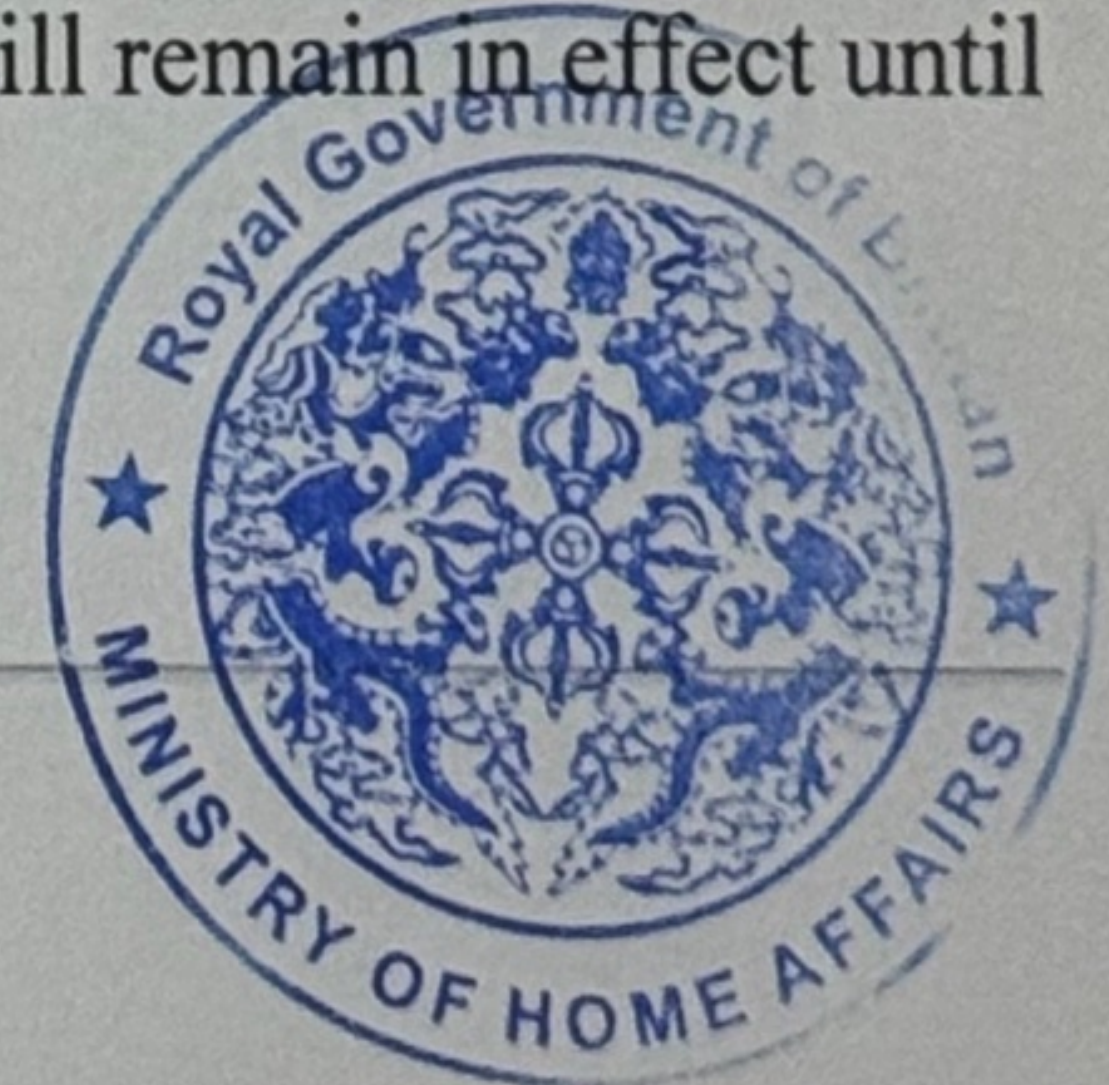
The Ministry of Home Affairs is pleased to announce the vacancies for the positions of Senior Dungpa and Senior Dzongrab through open competition (Position Level: P2A to P1A) as detailed below:

| Sl. No. | Position Title/Level | Minimum Qualification | No. of slots | Super Structure                                                                                                                                              | Service    | Place of posting                     |
|---------|----------------------|-----------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------|
| 1       | Sr. Dungpa           | Bachelor's Degree     | 1            | Administrative Services:<br>(However, as approved by RCSC's, eligible P2 Cultural Officers, Language Development Officers and DT Secretaries may also apply) | In-Service | Lingzhi Dungkhag, Thimphu Dzongkhag. |
| 2       | Sr. Dzongrab         | Bachelor's Degree     | 1            | Administrative Services:<br>(However, as approved by RCSC, eligible P2 Cultural Officers, Language Development Officer and DT Secretaries may also apply)    | In-Service | Dagana Dzongkhag                     |

Eligibility Criteria

- Candidates must fulfill the requirements specified in Section 11.7.3 of the BCSR 2023 (available at [www.rcsc.gov.bt](http://www.rcsc.gov.bt)).
- However, RCSC, vide its letter no. RCSC/LTD/1/COM/2024/735 dated September 19, 2024 has granted an exception to consider P2 civil servants with one "Very Good" rating in recent two years to be eligible for P1 M positions. This waiver will remain in effect until the moderation deadline for FY 2025-2026.

HRD Telephone # 00975-2-322157/323471





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### Required Documents:

Interested and eligible candidates are requested to submit the following documents to the HR Division at [hrd@moha.gov.bt](mailto:hrd@moha.gov.bt) by 8th October 2025:

1. Letter of intent(application) with contact number and email address.
2. Updated CV generated from ZEST, verified by the respective HRO.
3. Moderation/performance scores for the last two years, signed and sealed by the concerned HRO.
4. Valid Security Clearance Certificate (*HRD will verify online*)
5. Valid Audit Clearance Certificate (*sought for the purpose of Interview: HRD will verify online*)
6. No Objection Certificate (NOC) routed through the respective HRC of the working agency (*for applicants parented by MoHA*)
7. No Objection Certificate (NOC) routed through the respective HRC of the working agency and parent agency (*for applicants outside MoHA*)
8. Leadership Potential and Situational Judgment Test (LP&SJT) Certificate (*Psychometric Test Certificate*).
9. Integrity Course Completion Certificate (Level I & II): Certificate of completion of e-learning course on 'Ethics and Integrity' administered by Anti-Corruption Commission.
10. Leadership Development Program (LDP) Certificate: Certificate of completion of Leadership Development Program administered by Royal Institute of Management.

### Notes:

1. Shortlisting of candidates will be based on the submitted list of required documents.
2. Dates for the selection process including the selection interview will be communicated to the shortlisted candidates via email.

For any inquiries, please contact the focal HRO at HRDD during office hours or email at [hrd@moha.gov.bt](mailto:hrd@moha.gov.bt).



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