

POSITION DIRECTORY

MOG	SG	POSITION TITLE	POSITION CODE	POSITION LEVEL	B/B	MINIMUM QUALIFICATION	OTHER TRAINING REQUIREMENT	ENTRY LEVEL AND ADDITIONAL COMMENTS
	ation Services	Chief Admin. Officer	09.460.01	P1	No	Bachelors	Adm Management	
		Dy. Chief Admin. Officer	09.460.02	P2		Bachelors	Adm Management	
		Sr. Admin. Officer	09.460.03	P3		Bachelors	Adm Management	
		Admin. Officer	09.460.04	P4	Yes	Bachelors	Adm Management	
		Asst. Admin. Officer I	09.460.05	P5		Bachelors	Training in relevant field	
		Asst. Admin. Officer II	09.460.19	S1		Bachelors		ENTRY
		Sr. Dzongrab	09.460.23	P1	No	Bachelors	PG Diploma in Management and Adm	
		Dzongrab	09.460.06	P2	No	Bachelors	PG Diploma in Management and Adm	
		Sr. Drungpa	09.460.24	P1	No	Bachelors	Management/ Public administration.	
		Drungpa	09.460.07	P2	No	Bachelors	PG Diploma in Management and Adm	
		Sr. Secretary to DT Chairman I	09.460.37	P2		Bachelors (BA Dzongkha preferred)	Training in relevant field	
		Sr. Secretary to DT Chairman II	09.460.38	P3		Bachelors (BA Dzongkha preferred)	Training in relevant field	
		Sr. Secretary to DT Chairman III	09.460.39	P4	Yes	Bachelors (BA Dzongkha preferred)	Training in relevant field	
		Sr. Secretary to DT Chairman IV	09.460.08	P5		Bachelors (BA Dzongkha preferred)	Training in relevant field	
		Secretary to DT Chairman	09.460.15	S1		Bachelors (BA Dzongkha preferred)		ENTRY
		Sr. Geog Admin. Officer I	09.460.40	P2		Bachelors	Training in relevant field	
		Sr. Geog Admin. Officer II	09.460.41	P3		Bachelors	Training in relevant field	
		Geog Admin. Officer I	09.460.34	P4	Yes	Bachelors	Training in relevant field	
		Geog Admin. Officer II	09.460.35	P5		Bachelors	Training in relevant field	
		Geog Admin. Officer III	09.460.36	S1		Bachelors		ENTRY
		Sr. Dispatcher	09.460.29	O1		Cl. X / In-service Dispatcher I	Basic Computer Skills	
		Dispatcher I	09.460.16	O2	Yes	Cl. X/ In-service Dispatcher II	Basic Computer Skills	

General Administrative

Dispatcher II	09.460.09	O3		Cl. X		ENTRY
Sr. Telephone Operator I	09.460.30	O1	Yes	Cl. X / In-service Sr. Telephone Operator II	Dzongkha and English; training on PABX system	
Sr. Telephone Operator II	09.460.31	O2		Cl. X / In-service Telephone Operator I	Dzongkha and English; training on PABX system	
Telephone Operator I	09.460.22	O3		Cl. X / In-service Telephone Operator II	Dzongkha and English; training on PABX system	
Telephone Operator II	09.460.11	O4		Cl. X		ENTRY
Driver	09.460.33	O1	Yes	CL. VIII / In-service Driver I	Driver's license appropriate to the vehicle being operated	
Driver I	09.460.17	O2		CL. VIII / In-service Driver II	Driver's license appropriate to the vehicle being operated	
Driver II	09.460.12	O3		CL. VIII / In-service Driver III	Driver's license appropriate to the vehicle being operated	
Driver III	09.460.13	O4		Cl. VIII with Certificate in driving	Driver's license appropriate to the vehicle being operated	ENTRY
Sr. Receptionist	09.460.32	O1	Yes	Class X / In-service Receptionist I	Training on basic office management.	
Receptionist I	09.460.18	O2		Class X / In-service Receptionist II	Training on basic office management.	
Receptionist II	09.460.14	O3		Cl. X		ENTRY
Sr. Record Officer I	09.460.42	P2	Yes	Bachelors	Training in the relevant field	
Sr. Record Officer II	09.460.43	P3		Bachelors	Training in the relevant field	
Record Officer	09.460.44	P4		Bachelors	Training in the relevant field	
Asst. Record Officer I	09.460.45	P5		Bachelors	Training in the relevant field	
Asst. Record Officer II	09.460.46	S1		Bachelors		ENTRY
Sr. Record Asst. I	09.460.47	P5			Cl. XII with Diploma / In-service with Diploma	Training in the relevant field
Sr. Record Asst. II	09.460.48	S1	Yes	Cl. XII with Diploma / In-service with Diploma	Training in the relevant field	
Sr. Record Asst. III	09.460.49	S2		Cl. XII with Diploma / In-service with Diploma	Training in the relevant field	ENTRY
Record Asst. I	09.460.20	S3		Cl. XII	Property Management Manual familiarization	
Record Asst. II	09.460.21	S4		Cl. XII	Training in the relevant field	
Record Asst. III	09.460.50	S5		Cl. XII		ENTRY
Specialist III	09.470.17	ES3		No	Masters in the relevant field	Specialized Training in relevant field
Chief Estate Manager	09.470.18	P1	No	Bachelors	Advance training in Industrial planning appraisal management, environmental studies, etc	

GENERAL ADMINISTRATION & SUPPORT SERVICES GROUP

Property Management Services

Dy. Chief Estate Manager	09.470.19	P2	Yes	Bachelors	Advance training in Industrial planning appraisal management, environmental studies, etc		
Sr. Estate Manager	09.470.16	P3		Bachelors	Estate management		
Estate Manager	09.470.01	P4		Bachelors	Estate management		
Asst. Estate Manager I	09.470.02	P5		Bachelors		ENTRY	
Asst. Estate Manager II	09.470.20	S1		Bachelors		ENTRY	
Procurement Analyst	09.470.21	P1	No	Bachelors	Advanced Training in Procurement Management		
Chief Procurement Officer	09.470.09	P1	No	Bachelors	Advance training in procurement, supplies & Magt.		
Dy. Chief Procurement Officer	09.470.12	P2	Yes	Bachelors	Advanced training in Supply Management and Procurement		
Sr. Procurement Officer	09.470.13	P3		Bachelors	Training in Supply Management and Procurement		
Procurement Officer	09.470.08	P4		Bachelors	Training in Supply Management and Procurement		
Asst. Procurement Officer I	09.470.03	P5		Bachelors	Training in Supply Management and Procurement		
Asst. Procurement Officer II	09.470.04	S1		Bachelors		ENTRY	
Sr. Store Keeper I	09.470.22	P5		Yes	Cl. XII with Diploma / In-service with Diploma	Training in the relevant field	
Sr. Store Keeper II	09.470.23	S1			Cl. XII with Diploma / In-service with Diploma	Training in the relevant field	
Sr. Store Keeper III	09.470.24	S2			Cl. XII with Diploma / In-service with Diploma	Training in the relevant field	
Sr. Store Keeper IV	09.470.15	S3	Cl. XII with Certificate		Store-keeping and Computer Operation		
Store Keeper	09.470.06	S4	Cl. XII with Certificate		Store-keeping and Computer Operation		
Store Asst.	09.470.07	S5		Cl.XII	ENTRY		
Valet I	09.470.10	O1	Yes	Cl. X	Training in Driglam Namzha & Valet		
Valet II	09.470.11	O2		Cl. X	Training in Driglam Namzha & Valet		
Valet III	09.470.25	O3		Cl. X		ENTRY	
Sr. Manager I	09.470.26	P2	Yes	Bachelors	Training in the relevant field		
Sr. Manager II	09.470.27	P3		Bachelors	Training in the relevant field		
Manager	09.470.28	P4		Bachelors	Training in the relevant field		
Asst. Manager I	09.470.29	P5		Bachelors			

	Asst. Manager II	09.470.14	S1		Bachelors		ENTRY
Program Services	Specialist III	09.480.12	ES3	No	Masters in the relevant field	Specialised training in relevant field	
	Chief Program Officer	09.480.01	P1	No	Bachelors	Advance training in program management	
	Program Analyst	09.480.13	P1	No	Bachelors	Advance training in program management	
	Program Director	09.480.11	P1	No	Bachelors	Advance training in program management	
	Dy. Chief Program Officer	09.480.02	P2	Yes	Bachelors	Advance training in program management	
	Sr. Program Officer	09.480.03	P3		Bachelors	Training in program management	
	Program Officer	09.480.04	P4		Bachelors	Training in program management	
	Asst. Program Officer	09.480.05	P5		Bachelors with PGDPA		ENTRY
	Chief Program Coordinator	09.480.06	P1	No	Bachelors	Training in Macro-Eco & Magt	
	Principal Program Coordinator	09.480.14	P1	No	Bachelors	Advance training in debt magt./Public Finance	
	Dy. Chief Program Coordinator	09.480.07	P2	Yes	Bachelors	Training in Project & Program Management	
	Sr. Program Coordinator	09.480.08	P3		Bachelors	Training in Project & Program Management	
	Program Coordinator	09.480.09	P4		Bachelors	Training in Project & Program Management	
	Asst. Program Coordinator	09.480.10	P5		Bachelors with PGDPA		ENTRY
arial Services	Sr. Admin. Asst. I	09.490.18	P5	Yes	Cl. XII with Diploma/Inservice with Diploma	Office Management and Computer Application	
	Sr. Admin. Asst. II	09.490.16	S1		Cl. XII with Diploma/Inservice with Diploma	Office Management and Computer Application	
	Sr. Admin. Asst. III	09.490.17	S2		Cl. XII with Diploma/Inservice with Diploma	Office Management and Computer Application	ENTRY
	Admin. Asst. I	09.490.05	S3		Cl. XII with 3 months IT course/Cl. X with 2 yrs Office Magt. course	Office Management and Computer Application	
	Admin. Asst. II	09.490.01	S4		Cl. XII with 3 months IT course/Cl. X with 2 yrs Office Magt. course	Office Management and Computer Application	
	Admin. Asst. III	09.490.06	S5		Cl. XII with 3 months IT course/Cl. X with 2 yrs Office Magt. course	Office Management and Computer Application	ENTRY
	Office Asst.	09.490.02	O1		Cl. X with Min. 3 months IT course		Interim- For existing staff only
	Sr. Personal Secretary I	09.490.10	P1	No	Bachelors	Training in relevant field	
	Sr. Personal Secretary II	09.490.11	P2		Bachelors	Training in relevant field	
	Sr. Personal Secretary III	09.490.12	P3		Bachelors	Training in relevant field	

Secret	Personal Secretary I	09.490.13	P4	Yes	Bachelors	Training in relevant field	
	Personal Secretary II	09.490.07	P5		Bachelors		
	Personal Secretary III	09.490.03	S1		Bachelors		ENTRY
	Sr. Personal Asst. I	09.490.19	P5	Yes	Cl. XII with Diploma/Inservice with Diploma	Stenography, Computer application, Office Management	
	Sr. Personal Asst. II	09.490.14	S1		Cl. XII with Diploma/Inservice with Diploma	Stenography, Computer application, Office Management	
	Sr. Personal Asst. III	09.490.15	S2		Cl. XII with Diploma	Stenography, Computer application, Office Management	ENTRY
	Personal Asst. I	09.490.08	S3		Cl. XII with Min. 6 months course in Stenography, Computer application, Office Management/Cl. X with 2 yrs Office Magt. Course	Stenography, Computer application, Office Management	
	Personal Asst. II	09.490.04	S4		Cl. XII with Min. 6 months course in Stenography, Computer application, Office Management/Cl. X with 2 yrs Office Magt. Course	Stenography, Computer application, Office Management	
	Personal Asst. III	09.490.09	S5		Cl. XII with Min. 6 months course in Stenography, Computer application, Office Management/Cl. X with 2 yrs Office Magt. Course	In-service OJT - 1 month	ENTRY

MOG: MAJOR OCCUPATIONAL GROUP

SG: SUB GROUP

B/B: BROAD-BANDED