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 རྒྱལ་གཞུང་གི་གཞིག་ལྷན་ཚོགས།
 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/HRCS-Appt (01) 2018/1425

October 1, 2018

Vacancy Announcement

The Royal Civil Service Commission would like to invite interested Bhutanese citizens to apply for the following vacancy as detailed below:

Sl. No.	Position Title	Position Level	Minimum Required Qualification	No. of Post	Division
1	Personal Asst. III	S5A	Class XII with Min. 6 months course in Stenography, Computer application, Office Mgt. (Aggregate 55% and above)	1	Secretariat
2	Admin. Asst. III	S5A	Class XII (Aggregate 55% and above)	1 each	HR Development Division
					HR Management Division

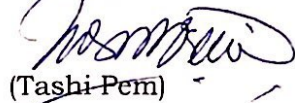
Documents required:

1. Civil Service Employment Application Form – Form 4/1- can be downloaded from website (www.rcsc.gov.bt)
2. Resume
3. Copies of Academic transcripts for CI-X & CI-XII.
4. Copies of relevant training transcripts, if any
5. Copy of Citizenship ID Card.
6. Copy of Medical Fitness Certificate.
7. Security Clearance Certificate which shall be verified online
8. No Objection Certificate, if employed

Application dateline:

Interested candidate with minimum required qualification may apply to the Human Resource Coordinate Services of the RCSC Secretariat latest by October 15, 2018.

For any queries, please contact Tshering Gyeltshen/Phub Tenzin at 322491/322954 during Office hours.


 (Tashi Pem)

Director

Copy to:

1. Offtg. Chief HR Officer, MISD, RCSC for upload of the announcement at RCSC website.
2. Office copy.

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 EXAM SERVICE:339237www.rcsc.gov.bt