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 ལྷན་ཁྲུས་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat
 Gyal Yong Tshogkhang
 Thimphu : Bhutan

H-01/2019/1052

1st August, 2019

VACANCY ANNOUNCEMENT

The Cabinet Secretariat, Gyal Yong Tshogkhang is pleased to **announce** the vacancy for the following posts;

Position Title	Position Level	No. of Slots	Qual. Required	Place of posting	Service	Remarks
Program Officer	P5/P4/ P3	1	Minimum Bachelors Degree	Public Services & Grievance Redressal Division (PSGRD) Cabinet.	In- service	Lateral Transfer
Assistant ICT Officer	P5 B	1	Minimum Bachelors in IT	Government Performance Management Division (GPMD), Cabinet.	Consolidated Contract for 2 years	Extendable based on the performance

Interested In-service Civil Servants who meet the eligibility criteria may apply for Program Officer. For the eligibility criteria, kindly refer section 13.7.4 of the Promotion Rules & Regulations and 14.4.4 & 14.5 of transfer rules of BCSR 2018 available on the RCSC website.

Applicants with relevant qualification/training and work experience shall be given preference for the purpose of short listing. Application along with Curriculum Vitae must reach the HR Services, Cabinet Secretariat latest by **14th August, 2019.**



A. Documents required for program Officer:

1. Curriculum Vitae/Resume (CSIS generated copy)
2. Performance Evaluation Report for last 2 years (FY 2016-2017 and FY 2017-2018)
3. Copies of academic transcript
4. No Objection Certificate from the HRC of working/parent Agency
5. Other merit certificates if any

Note: Applicants will be shortlisted based on the eligibility as per the Super Structure Group.

B. Documents required for Assistant ICT Officer:

- i. Resume;
- ii. Civil Service Employment Application Form 4/1;
- iii. Contract Agreement Form-Form 5/2;
- iv. Copies of academic transcripts;
- v. Copies of relevant training transcripts, if any;
- vi. Copy of citizenship identity card;
- vii. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;
- viii. Approved and valid Security Clearance certificate and
- ix. No Objection certificate from HRC of working/parent agency if already employed

For further information please contact Human Resource Officer in person over the tele# 336667 during office hours.

Human Resource Officer

Human Resource Officer
Cabinet Secretariat
Thimphu

