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ལྷན་ཁྲིམ་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat
Tashichhoedzong
Thimphu : Bhutan



H-01/2020/398

September 17, 2020

VACANCY ANNOUNCEMENT

The Cabinet Secretariat, Gyalyong Tshogkhang is pleased to announce vacancy for the following post as detailed below:

Position Title	Position Level	No. of Slots	Qual. Required	Place of posting	Service	Remarks
Chief Administrative Officer	PI	1	Bachelors with training in Adm Management.	Administration & Finance Division (AFD), Cabinet	In-service	Open Competition

Interested In-service Civil Servants who meet the eligibility criteria may apply. For the eligibility criteria, kindly refer section 13.7.4 of the Promotion Rules and Regulations, 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 **30th September 2020**.

Documents required:

1. Curriculum Vitae (*Zhoyog Electronic System generated copy*);
2. Performance Evaluation Report for last 2 years (FY 2017-2018 and FY 2018-2019);
3. Copies of academic transcript;
4. No Objection Certificate from the HRC of working/parent Agency
5. Approved Security Clearance & Audit Clearance
6. Other merit certificates if any

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

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



Human Resource Services