



དཔལ་ལྷན་འབྲུག་གཞུང་ མི་འབྲེལ་ལྷན་ཁག།

MINISTRY OF FOREIGN AFFAIRS  
ROYAL GOVERNMENT OF BHUTAN  
THIMPHU



MFA/HRS/CIRCULAR-ANNOUNCEMENT/28/957

4<sup>th</sup> June 2015

### VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the following vacancies for **In-Service Candidates**:

S I.	Position Title	P. Level	Slot(s)	Minimum Qualification
1	Sr. Admin. Assistant V	S2	1	Class XII with Diploma in Office Management/Computer Application
2	Admin. Assistant II	S4	2	Cl. XII with 3 Months IT Course/Cl. X with 2 years office management course.

Interested civil servants who meet the eligibility criteria under Section 13.7 of the Chapter 13 of Bhutan Civil Service Rules and Regulations 2012 may apply to the Human Resource Section, Ministry of Foreign Affairs, Thimphu **on or before 17<sup>th</sup> June 2015**, through proper channel along with the attested copies of the following documents:

1. RCSC Employment Application Form
2. Resume
3. PE Rating for last two years (First and Last Page)
4. Academic transcripts
5. Relevant training transcripts.
6. Citizenship Identity Card
7. No Objection Certificate from Parent Agency.

**Note:**

1. No application shall be accepted via fax or through electronic mail.
2. Preferences shall be given to those applicants with relevant competencies and work experience.

For further information, please contact Tashi Dendup, Sr. HRO, MFA @ 328172/328183 during office hours.

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For MFA Website