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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FOREIGN AFFAIRS
GYALYONG TSHOKHANG
THIMPHU, BHUTAN

MFA/HRS/CIRCULAR-ANNOUNCEMENT/28/1072

5th August 2015

ANNOUNCEMENT

As per the decision and approval of the 79th HRC Meeting held on 4th August 2015, the Ministry of Foreign Affairs is pleased to announce the shortlisted candidates for the post of Admin Asst. II (S4 Level).

Sl. No	Name	EID. No	P. Title	P. Level	Qualification	Present Work Place	Dzongkhag	Status
1	Tshering Lhamo	200811024	Admin. Asst II	S4	Cl. XII with 18 Months Diploma in Information Tech.	Sombaykha Dungkhag	Haa	Shortlisted
2	Pema Wangmo	200611108	Admin. Asst II	S4	Cl. XII with 12 months advance Computer Operation & Office Mgt.	AFD	Thimphu Dzongkhag	Shortlisted
3	Thinley Dema	200812005	Personal Asst II	S4	Cl. XII with 6 Months IT course	National Assembly	Thimphu	Shortlisted
4	Sonam Choden	201004024	Personal Asst. II	S4	Cl. XII with 12 months in Diploma in Information Tech.	MoHCA	Thimphu	Shortlisted

Note:

The shortlisted candidates are informed to note the following and report to the HR Section MFA as given below.

Date	Time	Activity	Venue	Remarks
20 th August 2015	09:30 AM	Registration and briefing	HR Section, MFA, Thimphu	All short-listed candidates are required to bring following documents and certificates (<i>in original</i>) during the viva voce. <ol style="list-style-type: none"> Class X & XII certificates & mark sheets Security Clearance Certificate (online) Medical Fitness Certificate Relevant certificates & mark sheets Citizenship Identity Card Merit Certificates (if any)
	02:30 PM	VIVA- VOCE		

For further information, contact Tashi Dendup/Dawa Dema, HRS, Ministry of Foreign Affairs at 328172/328183 during office hours.

HRS