



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་ལྷན་ཁག།

Ministry of Foreign Affairs  
Royal Government of Bhutan  
Thimphu



MFA/HRS/CIRCULAR-ANNO/28/ 2018/2506

11<sup>th</sup> April 2018

## VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the vacancies for the following posts:

Sl. #	Position Title	Division/Department	P Level	Slots
1	Chief of Division.	Asia and the Pacific Division, Department of Bilateral Affairs.	P1 A	1
2	Chief of Division	SAARC Division, Department SAARC and Regional Organization	P1 A	1
	Total Slot			2

Interested In-Service Civil Servants within the same Super Structure Group and who meet the eligibility criteria as per BCSR 2018, Chapter 13, Clause 13.7.4 under promotion rules and regulations may apply.

### Short Listing

*Applicants with relevant qualification/training and work experience shall be given preference for the purpose of short listing.*

Therefore the following Documents must reach to the Human Resource Services, Ministry of Foreign Affairs, Thimphu **on or before 27<sup>th</sup> April 2018.**

### Documents Required:

1. Application (mention your email address and contact number)
2. Updated CV, generated from CSIS, RCSC
3. Valid Audit Clearance Certificate
4. PE Ratings (2015-2016 and 2016 to 2017 Moderated)
5. No Objection Certificate from working agency and Parent Agency.
6. Academic Transcripts
7. Certificates of Merit (if any)

For Further information, please contact Mr. Tashi Dendup, Sr. HRO, MFA @ **328172/328183** Mobile Number: **77257005** during office hours.

**HRS, DoS, MFA**

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*For MFA Website*