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Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

MFA/DS/HRS/28/2019/3351

April 29, 2019

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the following vacancies as tabulated below:

Sl	Position Title	P. Level	Slots	Place of Posting	Qualification Requirement	Remarks
1	Desk Officer	P4-A	1	SAARC Division, Dept. of SAARC and Regional Organizations	Minimum of Bachelors Degree with PGDPA	In- Service lateral transfer as per the section 14.5, Chapter 14 of the BCSR 2018.
2	Administrative Assistant	S5 -S4	1	Directorate of Services	Class XII with Office Management and Computer Application	In- Service later transfer as per the section 14.5, Chapter 14 of the BCSR 2018.
3	Technician (Automobile)	S3-A	1	Directorate of Services	CI X with NC3 /In-service with VTI certificate	Entry level

1. Desk officer & Administrative Assistant

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.

Documents required

1. Application (mention your email address & Contact number)
2. Updated Curriculum Vitae
3. Valid Audit Clearance
4. No Objection Certificate from the agency
5. Copies of academic transcripts
6. Copies of training certificates
7. Copies of certificates of merit (if any)
8. Performance rating/assessed Performance Appraisal form (IWP) for the Financial Year 2017-2018 & 2016-2017

2. Technician (Automobile)

Interested Bhutanese citizens who meet the minimum qualification criteria may apply.



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Documents required

1. Duly filled RCSC Employment Application form (4/1);
2. Certificate in Driving & Driving license;
3. Academic Certificate and Transcripts;
4. Valid Citizenship Identity;
5. Valid Security Clearance certificate (shall be verified online);
6. Valid Medical Fitness Certificate;
7. No Objection Certificate from the agency (if employed in other organizations)

Short-listing

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

Therefore, the applicants must submit the documents to Human Resource Services, Directorate of Services, Ministry of Foreign Affairs latest by **13th May 2019**.

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