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Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

MFA/DoS/HRS/28/2019/ 3393 .

2nd October, 2019

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the vacancy on lateral transfer for the following post as detailed below:

Sl. No	Position Title	P level	Slots	Super Structure	Place of Posting	Qualification Requirement	Remarks
1	Sr. Desk Officer	P3-A	2	Administrative Services	Dept. of Bilateral Affairs	Minimum of Bachelor's Degree with PGDPA	In-services open competition as per the chapter 13, Section 13.7. 4 of the BCSR 2018.
2	Sr. Desk Officer	P3-A	1	Administrative Services	Dept. of Multilateral Affairs	Minimum of Bachelor's Degree with PGDPA	In-services open competition as per the chapter 13, Section 13.7. 4 of the BCSR 2018

Interested in-services civil servants within the same super structure Group and who meet the eligibility criteria as per the BCSR 2018, Chapter 13 and clause 13.7 under promotion Rules and Regulations may apply.

Documents required.

1. Application (Mention your email address & Contract Number)
2. Update Curriculum Vitae.
3. Valid Audit Clearance
4. valid security clearance
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 2018-2019 & 2017- 2018

Therefore, the applicants must submit the document to Human Recourses Services, Directorate of Services, and Ministry of Foreign Affairs latest by **25th October, 2019**.

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