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MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE
ROYAL GOVERNMENT OF BHUTAN

MFAET/OOS/HRS/07/2025/641

7 February 2025

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs and External Trade is pleased to announce the availability of the following vacancies for eligible in-service civil servants through lateral transfer:

Sl No	Position Title	Level	Min. Qualification required	Slot	Division	Department
1	Personal Assistant I			1	Office of the Director	Department of Multilateral Affairs
2	Administrative Assistant I	S2 A / S3 A	Class - XII with min. 6 months basic IT Skills	1	Office of the Director	Department of Economic & Tech Diplomacy
3				1	Planning and Public Diplomacy Division	Office of the Secretary

Interested In-service civil servants who meets the eligibility criteria under the Super Structure may apply online via Zhiyog Recruitment System (link: <https://jobs.rcsc.gov.bt>) on or before **17 February 2025** with the following documents:

1. Letter of intent with contact number and email Address.
2. Academic transcript (class –XII) with min. 6 months of basic IT skills
3. ZEST generated CV verified by concerned HRO
4. Moderation score for last two years (2022-2023 & 2023-2024) and verified by the concerned HRO
5. Valid Security and Audit Clearance
6. No objection Certificate recommended by the working agency and endorsed by HRC of the parent Agency

For eligibility, please refer to Chapter 13 of the BCSR 2023, available on the RCSC website (www.rcsc.gov.bt). For any queries, please contact Human Resource Services at 17603852 / 17925151 or email hrs@mfa.gov.bt during office hours.

(Kinzang Norbu)
Offtg. HRO