



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕྱི་འབྲེལ་དང་ཕྱི་རྒྱུ་རྒྱུ་ལྷན་ཁག།

MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE
ROYAL GOVERNMENT OF BHUTAN

MFAET/OOS/HRS/07/2025/659

25 February 2025

VACANCY RE-ANNOUNCEMENT

The Ministry of Foreign Affairs and External Trade is pleased to re-announce the following vacancies for eligible **In-Service Civil Servants** through lateral transfer:

SI No.	Position Title	Level	Slot	Division	Department
1	Personal Assistant	S2 A / S3 A	1	Office of the Director	Department of Multilateral Affairs
2	Administrative Assistant		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 **3rd March 2025** with the following documents:

1. Letter of intent with contact number and email Address.
2. Academic transcript (class –XII) with min. 3 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.




(Kuenzang Dema)
Offtg. HRO