



དཔལ་ལྷན་འབྲུག་གཞུང་།  
བསམ་གྲུབ་ལྗོངས་མཁར་རྫོང་ཁག་བདག་སྐྱོང་།  
ROYAL GOVERNMENT OF BHUTAN  
SAMDRUP JONGKHAR DZONGKHAG  
ADMINISTRATION



SDA/HRS-07/2020-2021/ 3836

8<sup>th</sup> March, 2021

The General Manager,  
BBS  
Thimphu

Subject: Advertisement of vacancy

Sir/Madam,

Please kindly advertise the following vacancies from 9<sup>th</sup> - 12<sup>th</sup> March 2021 through BBS channel in Dzongkha and English as detailed below:

Sl.	Position Title	P/level	Slots	Qualification	Place of posting	Remarks
1	National Contract Teacher (NCT)	P5 C	English/Hist.-1 English-1 General-3 Chemistry-1 Physics-1 Economic-1 General Science-1	Bachelor's Degree in relevant subjects	Karmaling HSS Jomotshangkha MSS Gomdar CS Martshala CS Pemathang LSS	Contract for 2 years
2	Substitute Teachers	P5 B	General - 4 Dzongkha-1	Bachelor's Degree in relevant subjects	Jomotshangkha MSS Phuntshothang MSS Martshala PS Wangphu PS Philuma ECR	Contract for 6 months
3	Admin. Asst.III	S5 A	4	Class XII	Gomdar CS Khoyar PS Wangphu PS Rikhey PS	Consolidated contract for 2 years
4	Lab Asst. (IT)	S5A	2	Class XII with 3 months minimum IT course training	Rikhey PS Sarjung PS	Consolidated contract for 2 years
5	Bus Driver	O4 A	1	With valid PD licence	Karmaling HSS	Consolidated contract for 2 years
6	Ambulance Driver	O4 A	1	Class X with valid driving licence	Minjiwoong PHC	Consolidated contract for 2 years



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7	JCB Machine Operator	O4 A	1	Class VIII with valid operating licence	Dzongkhag Administration	Consolidated contract for 2 years
8	Survey Field Asst.	GSP	1	N/A	S/Choeling Dungkhag	Consolidated contract for 2 years
9	Cook	GSP	6	N/A	Phuntshothang MSS Barzor PS Martang ECR Reshore ECR Monmola PS	Consolidated contract for 2 years
10	Cleaner (wet)	ESP	1	N/A	Khoyar PS	Consolidated contract for 2 years
11	Sweeper	ESP	3	N/A	Dzongkhag Administration	Consolidated contract for 2 years
12	Caretaker	ESP	2	N/A	Monmola PS Samrang Sub-Post	Consolidated contract for 2 years

Interested candidates for the post of Sl. No. 1-4 fulfilling the above criteria may apply online using google form available at Dzongkhag's website [www.samdrupjongkhar.gov.bt](http://www.samdrupjongkhar.gov.bt) and for the post of Sl No. 5-12 may apply in hard copy to the Dzongkhag HR Section, Samdrup Jongkhar.

The deadline for both applying online and hard copies submission is from **10<sup>th</sup> March** till **2<sup>nd</sup> April 2021**.

*The following documents are required to apply for both online and hard copy submission:*

1. Duly filled RCSC Employment Application form 4/1
2. Academic transcript and mark sheet
3. Valid security clearance must be processed online
4. Valid Medical fitness Certificate
5. Valid Citizenship ID Card
6. Copy of certificates of merits if any
7. Any relevant documents
8. Age limit 18-50 yrs for GSP/ESP

The shortlisted candidates will be announced through our Dzongkhag website and notice board on 6<sup>th</sup> April 2021. The selection interview for the shortlisted candidates will be held on 12<sup>th</sup> to 13<sup>th</sup> April 2021

Tel(PABX): +975-07251080, 251011, 251191, (Dasho Dzongdag) 251131 Fax: 07-251158  
Website: [www.samdrupjongkhar.gov.bt](http://www.samdrupjongkhar.gov.bt)



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At **9:00 am** in the Dzongkhag Conference Hall. The shortlisted candidates are requested to bring original documents during the time of interview.

For any clarification, please contact HRO at 07-251057 during office hours.

**NOTE:** Incomplete submission of documents OR submitted after deadline will not be accepted.

Yours sincerely

  
(Tharchin Lhendup)  
**Dzongdag**

Copy to:

1. Dasho Dungpa, Samdrup choeling and Jomotshangkhang Dungkhag.
2. Chief DEO, Dzongkhag Administration, S/Jongkhar.
3. Dy. Chief DHO, Dzongkhag Administration, S/Jongkhar.
4. Dy. Chief DAO Dzongkhag Administration, S/Jongkhar.
5. Land Registrar, Dzongkhag Administration, S/Jongkhar.
6. Accounts Officer, Dzongkhag Administration, S/Jongkhar.
7. ICT Officer, Dzongkhag Administration, S/Jongkhar to upload in Dzongkhag's web site.
8. Office copy