



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཇོང་ཁག་བདག་སྐྱོང་ལ། བསམ་གྲུབ་སྐྱོང་ལ་མཁམ།  
ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION  
SAMDRUP JONGKHAR



SDA/HRS-07/2020-2021/ 3001

19<sup>th</sup> January, 2021

The General Manager,  
BBS  
Thimphu

**Subject: Advertisement of vacancy.**

Sir/Madam

Please kindly advertise the following vacancies from 21<sup>st</sup> to 24<sup>th</sup> January 2021 through BBS channel in Dzongkha and English as detailed below:

Sl. No.	P/Title	P/level	Number required	Place of posting	Criteria	Remarks
1	Store Asst.	S5 A	1	Phuntshothang MSS	Class XII	Consolidated contract
2	IT Lab Asst.	S5 A	1	Karmaling HSS	Class XII with relevant IT knowledge ( 3 months minimum IT course training)	Consolidated contract
3	Lab Asst. Biology	S5 A	1	Karmaling HSS	Class XII with relevant subject	Consolidated contract
4	Lib Asst.	S5A	2	Gomdar CS Martshala CS	Class XII	Consolidated contract
5	Matron	S5 A	1	Gomdar CS	Class XII	Consolidated contract
6	Cook	GSP	18	Phuntshothang MSS Jomotshangkha MSS Garpawoong MSS Orong CS Orong LSS Minjiwoong CS		Consolidated contract
7	Caretaker	ESP	3	Karmaling HSS Orong LSS Khoyar PS		Consolidated contract
8	Cleaner	ESP	3	Wooling PS Minjiwoong CS Orong LSS		Consolidated contract

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



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཚོང་ཁག་བདག་སྐྱོང་མ། བསམ་གྲུབ་ལྗོངས་མཁམ།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**SAMDRUP JONGKHAR**



Interested candidates fulfilling the above criteria may apply to the HR section with the following documents on or before 4<sup>th</sup> February 2021 in hard copy.

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

**Note:** The shortlisted candidates are requested to bring original documents during the time of interview.

The Shortlisted candidates will be announced through our Dzongkhag website and notice board on 9<sup>th</sup> February 2021. The selection interview for the shortlisted candidates will be held on 16-17<sup>th</sup> February 2021 at **9:30 am** in the Dzongkhag Conference Hall and the selected results will be declared on 25<sup>th</sup> February 2021.

For any clarification, please contact HRO at 07-251057/07-251400/07-251080 during office hour.

The bills for the above advertisement may be submitted to the Dzongkhag Administration for payment.

Sincerely



(Tharchin Abendup)  
**Dzongdag**

Copy to:

1. Chief DEO, Dzongkhag Administration, S/Jongkhar.
2. Accounts Officer, Dzongkhag Administration, S/Jongkhar.
3. ICT Officer, Dzongkhag Administration, S/Jongkhar.