



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་ཁུལ་སྐུ་འཇུག་  
 ROYAL GOVERNMENT OF BHUTAN  
 DZONGKHAG ADMINISTRATION  
 SARPANG: BHUTAN



SD/Zheyog-2/2019-2020/ 066

HR Section

July 5, 2019

**VACANCY ANNOUNCEMENT**

The Dzongkhag Administration, Sarpang is pleased to announce the following vacancies on consolidate contract as follows:

Sl. No	Position Title	Position Level	No. of Slots	Minimum Qualification required	Type of appointment	Placement/Remarks
1	National Contract Teacher	P5C	19	Bachelor's Degree	Contract-2 years	<b>History-2</b> (Sarpang CS, Choekhorling LSS) <b>Maths-1</b> (Sarpang CS) <b>Geography-1</b> (Sarpang CS) <b>Science-2</b> (Choekhorling LSS, Sarpang MSS) <b>English-1</b> (Pelrithang MSS) <b>General-6</b> (Samtenling PS, Jigmeling PS, Sarpang MS, Pelrithang MSS-2, Choekhorling LSS) <b>IT-6</b> (Chuzergang APS, Lhayul PS, Samtenling PS, Norbulung CS-2, Tareything PS)
2	Substitute Teacher	P5B	2	Bachelor's Degree	Contract-6 months	General-1 (Tareything PS) Accountancy/Commerce-1 (Sarpang CS)
3	Counselor	P5C	3	Bachelor's in Counselling	Contract-2 years	Sarpang MSS-1 Pelrithang MSS-1 Dekidling MSS-1
4	IT Lab. Asstt.	S5A	3	Class XII with IT course	Contract-2 years	Jangchubling LSS-1 Jigmeling PS-1 Umling PS-1
5	Adm. Asstt.	S5A	1	Class XII	Contract-1 years	Dechenpelri PS
6	SSI	S5A	1	Class XII with relevant course	Contract-2 years	Umling LSS



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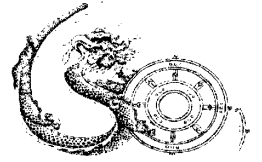
7	Electrical Technician	S5A	1	Class XII with Electrical course	Contract-2 years	Sarpang Hospital
8	Receptionist	O3	2	Class X	Contract-2 years	Chuzergang BHU-1 Sarpang Hospital
9	Cook	GSP	13	Not Required	Contract - 2 years	Jigmechoeling LSS-3 Dekidling MSS-5 Lharing PS-2 Singye PS-3
10	Messenger	GSP	1	Class 8	Contract - 2 years	Umling Dunkhag-1
11	Ward boy	GSP	3	Class 8	Contract-2 years	Sarpang Hospital-2 Chuzergang BHU-1
12	Light Vehicle Driver	O4	1	Class 8	Contract-2 years	Samtenling GC
13	Bus Driver	O4	1	Class 8	Contract-2 years	Norbuling CS
14	Caretaker	ESP	5	Not Required	Contract-2 years	Dzongkhag Head Quarter-2 Chhudzom Gewog-1 (RNR) Chuzergang BHU-1 Singye PS-1
15	Gardener	ESP	4	Not Required	Contract-2 years	Dzongkhag Head Quarter-3 Umling Drunkhag-1
16	Security Guard	GSP	2	Nil with relevant work experiences	Contract-2 years	Sarpang Hospital

**Documents required:**

1. Filled civil Service employment application form (Annexure 4/1 of BCSR 2018).
2. Valid online Security Clearance Certificate.



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3. Valid Medical Certificate.
4. Copy of CID.
5. NOC if already employed from current working agency
6. Valid driving license for Driver (PD license for Bus Driver).
7. Class VIII passed Certificate and Mark Sheet for Sl. No. 10,11,12 & 13
8. Class XII & Degree Passed Academic Certificate and Mark Sheet for Sl. No. 1,2 & 3
9. Class X and XII Passed Academic Certificate and Mark Sheet for Sl. No. 4,5, 6 & 7
10. Class X Passed Academic Certificate and Mark Sheet for Sl. No. 8
11. All relevant certificate, if any.

**Note:**

1. Application form can be download from our Dzongkhag Websites, [www.sarpang.gov.bt](http://www.sarpang.gov.bt).
2. Incomplete submission of documents or documents submitted after deadline will not be accepted.
3. Preferences will be given to those candidates with relevant work experiences and relevant certificate holder.
4. Age limit 18 to 40 years.
5. The shortlisted candidates will announced in Dzongkhag websites.

The interested candidates fulfilling above criteria may apply for the post latest by 20<sup>th</sup> July 2019 to the HR Section with all the necessary documents. For further details contact HR Section at 06-365264 during office hour.

  
**Dzongrab Gon**

**Cc:**

1. The Manager, Circulation and Advertisement Division, BSS to kindly announce in English & Dzongkha from 6<sup>th</sup> July and 7<sup>th</sup> July 2019 for 2 nights.



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2. The Manager, Kuensel Corporation with the request to advertise the above vacancies in English.
3. The Dy. Chief Finance Officer, Dzongkhag Administration, Sarpang for information.
4. The ICTO, Dzongkhag Administration, Sarpang to upload on Dzongkhag website and post on Official social media.
5. Notice board
6. Office copy