



རབལ་ལྷན་འབྲུག་གཞུང་།  
རྫོང་ཁག་འབྲུག་སྐྱོང་གསལ་ལྷན་ཁང་།  
ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION  
SARPANG: BHUTAN



HR Section

SD/Zheyog-2/2018-2019/7580

February 20, 2019

**VACANCY ANNOUNCEMENT**

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

Sl. No	Position Title	Position Level	No. of Slots	Minimum Qualification required	Appointment Status	Subject	Salary
1	National Contract Teacher	Tr. III P5/C	16	General Graduate	2 years contract	Physics -1 English -1 Biology -2 General -8 Dzongkha -2 History -1 Economics -1	Basic Salary - 14,830 House Rent Allowance- 2965 PA- 1,485
2	Substitute Teacher	Tr. III P5 B	3	General Graduate	6months	English -1 General -2	16,365/-
3	Warden	Consolidated Contract/ S5A	1	Class XII passed	2 years	NA	11,125/-
4	Adm. Asstt	Consolidated Contract/ S5A	3	XII passed	2 years	NA	11,125/-
5	Library Asstt	Consolidated Contract/ S5A	1	XII passed	2 years	NA	11,125/-
6	Lab Asst.	Consolidated Contract/ S5A	6	XII passed	2 years	NA	11,125/-
7	IT	Consolidated Contract/ S5A	1	XII passed	2 years	IT	11,125/-
8	Accountant	Consolidated Contract/ S5A	1	XII passed	2 years	Accounts	11,125/-
9	Bus Driver	O4/A	1	Class VIII Passed with PD license	2 years	NA	8,505/-
10	Cooks	GSP II	5	Not required	2 years	NA	7695-155-10020
11	Caretaker	ESP	9	Not required	2 years	NA	7000/-
12	Cleaner	ESP	1	Not Required	2 years	NA	7000/-



དབལ་ཕྱན་འབྲུག་གཞུང་།  
ཚོང་ཁག་འབྲུག་རྒྱུང་གསར་ཕྱིང་།  
ROYAL GOVERNMENT OF BHUTAN  
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HR Section

**Documents required:**

1. Filled civil Service employment application form (Annexure 4/1 of BCSR 2018).
2. Valid online Security Clearance Certificate.
3. Valid Medical Certificate.
4. Copy of CID.
5. NOC if already employed from current working agency
6. Class XII & Degree Passed Academic Certificate for Sl. No. 1 & 2.
7. Class XII Passed Certificate for Sl. No. 3, 4, 5, 6, 7 & 8. No Qualification required for 9, 10, 11 & 12

**Note:**

1. Application form can be download from our Dzongkhag Websites, [www.sarpang.gov.bt](http://www.sarpang.gov.bt).
2. Application submits via fax. email of incomplete documents or documents submitted after deadline will not be accepted.
3. Preferences will be given to those candidates relevant work experiences and relevant certificate holder.
4. Age limit 18 to 50 years.

The interested candidates fulfilling above criteria may apply for the post latest by 6<sup>th</sup> March 2019 to the HR Section with all the necessary documents. For further details contact, Offtg. HRO, Tashi Delek at 06-365264 or 17366826 during office hour.

**Dzongrab Gom, AFD Sarpang Dzongkhag**

**Cc:**

1. The Manager, Circulation and Advertisement Division, BSS to kindly announce in English & Dzongkha from 25<sup>th</sup> March to 26<sup>th</sup> March 2019 for 2 nights.
2. The Manager, Kuensel Corporation with the request to advertise the above vacancies in English.
3. The Chief DEO, Dzongkhag Administration, Sarpang.
4. The Dy. Chief Finance Officer, Dzongkhag Administration, Sarpang.
5. Office copy