



དཔལ་ལྷན་འབྲུག་གཞུང་། བརྗོན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

Ministry of Information & Communications
Royal Government of Bhutan
Thimphu: Bhutan



MoIC/HRM-01/2011-12/

Date 31/01/2012

VACANCY ANNOUNCEMENT

The Ministry of Information & Communications is pleased to announce the vacancies for the following posts;

Sl. No.	Post	No. of Vacancy	Minimum qualification	Position Level	Age	Remarks
1	Chief HRO	1	Bachelors Degree (B.A, B.Com or equivalent in any degree stream)	P1	Not exceeding 58 years	In-service only P1 or P2 with minimum of 2 yrs active services at same position level
2	Chief Administrative Officer	1	Bachelors Degree (B.A, B.Com or equivalent in any degree stream)	P1	Not exceeding 58 years	In-service only P1 or P2 with minimum of 2 yrs active services at same position level
3	Chief Information & Media Officer	1	Bachelors Degree (B.A, B.Com or equivalent in any degree stream)	P1	Not exceeding 58 years	In-service only P1 or P2 with minimum of 2 yrs active services at same position level
4	Asst. Flight Safety Officer-II	1	Bachelors Degree (B.A/B. Com or equivalent with certificate of eligibility issued by RCSC.	S1	18-40	Entry level
5	Asst. Airport Manager- II	1	Bachelors Degree (B.A/B. Com or equivalent with certificate of eligibility issued by RCSC.	S1	18-40	Entry level
6	Asst. Security Officer- II	3	Bachelors Degree (B.A/B. Com or equivalent with certificate of eligibility issued by RCSC.	S1	18-40	Entry level
7	Fire & Rescue Foreman	1	Class XII with 3 yrs. Diploma in Mechanical Engineering	S2	18-40	Entry level
8	Communication Assistant (Operator-II)	3	Class XII with 3 yrs. Diploma in Electronic/Electrical and Communications	S2	18-40	Entry level
9	Personal Assist-III	1	Class XII with minimum 3 months IT certificate/Class 10 + 2 years RIM Certificate	S5	18-40	Entry level
10	Gardener	1	-	ESP	18-40	
11	Security Guard	1	-	ESP	18-40	
12	Sweeper	2	-	ESP	18-40	

Any interested Bhutanese National meeting the above required qualification may apply to the Sr. Human Resource Officer, AFD, Ministry of Information & Communications with the following documents on or before **29 February 2012**:

In- service (Serial No. 1-3)	Entry Level Positions (Serial. No. 4-9)	ESP (Serial No. 10-12)
<ol style="list-style-type: none"> 1. Application specifying the post applied for, 2. Resume 3. Copy of academic transcripts 4. Copy of Initial appointment order 5. Copy of latest promotion order. 6. Copy of training certificate 7. Audit Clearance Certificate 8. Security Clearance 9. NOC from employing Agency 	<ol style="list-style-type: none"> 1. RCSC Employment Application Form 2. Citizenship ID Card 3. Security Clearance Certificate 4. Medical Certificate 5. Academic transcripts 6. Extracurricular activities (if any) <ol style="list-style-type: none"> 1. Individual achievement records (if any) 	<ol style="list-style-type: none"> 1. RCSC Employment Application Form 2. Citizenship ID Card 3. Security Clearance Certificate 4. Medical Certificate

1. Date for the declaration of short listed candidate: **3rd March 2012**
2. Date for written examination (For serial No. 4- 9) in (Dzongkha and English): **7 March 2012** in the Conference Hall of MoIC at 10.00 am
3. Date for Oral Interview: **9 & 10 March 2012** at 9.30 am in the Conference Hall of the Ministry.
4. Declaration of result: **14 March 2012.**

Note:

The criteria for selection will be strictly adopted as per BCSR 2010, Chapter 4 & Chapter 13. **Please note that original documents must be produced at the time of oral interview.** For further information, please contact HRM Section at 322567(Ext: 107).

Chief Administrative Officer, MoIC